

COUNTY OF LOS ANGELES

MARVIN J. SOUTHARD, D.S.W.
Director
ROBIN KAY, Ph.D.
Chief Deputy Director
RODERICK SHANER, M.D.
Medical Director



BOARD OF SUPERVISORS
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DEPARTMENT OF MENTAL HEALTH

<http://dmh.lacounty.gov>

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

Reply To: (213) 738-4601
Fax: (213) 386-1297

June 01, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

33 JUNE 1, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**APPROVAL TO RENEW 36 LEGAL ENTITY AGREEMENTS
FOR MENTAL HEALTH SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval to renew 36 Legal Entity agreements for the provision of mental health services with contract providers whose agreements will expire on June 30, 2010.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the Director of Mental Health, or his designee, to prepare, sign, and execute 36 Department of Mental Health (DMH) Legal Entity (LE) agreements for the provision of mental health services, in the estimated Maximum Contract Amounts (MCAs) listed in Attachment I and totaling \$170,030,394 annually, substantially similar to the agreement format in Attachment II, effective July 1, 2010 through June 30, 2011, with provisions for two automatic one-year renewal periods through Fiscal Year (FY) 2012-13.
2. Delegate authority to the Director of Mental Health, or his designee, to prepare, sign, and execute future amendments to these LE agreements, provided that: 1) the County's total payments to a contractor under each agreement do not exceed a 20 percent increase from the applicable Board-approved annual MCA; 2) any such increase is used to provide additional services or to reflect program or Board policy changes; 3) your Board has appropriated sufficient funds for all changes; 4) approval of County Counsel and the Chief Executive Officer (CEO), or their designees, is obtained prior to any such amendments; 5) County and contractor may, by written amendments, reduce programs or services and revise the applicable MCA, provided that any amendments which reduce

programs or services are consistent with principles agreed to in the DMH stakeholders process; and 6) the Director of Mental Health notifies your Board of agreement changes in writing within 30 days after execution of each amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Board approval will allow DMH to enter into new LE agreements with 36 contract agencies whose current LE agreements are due to expire on June 30, 2010. Continuation of services with these contractors is necessary to provide continuous, uninterrupted mental health services to severely and persistently mentally ill adults, seriously emotionally disturbed (SED) children, adolescents, and their families throughout the County of Los Angeles.

Additionally, these renewed LE agreements will reflect the transformation of contract provider services to further implement the Mental Health Services Act (MHSA) - Prevention and Early Intervention (PEI) Plan, which was begun in FY 2009-10.

Implementation of Strategic Plan Goals

The recommended actions support the County's Strategic Plan Goal 4, Health and Mental Health.

FISCAL IMPACT/FINANCING

The FY 2010-11 estimated annual MCAs for each LE Agreement are shown on Attachment I and total \$170,030,394, and are based on the amounts contained in the 2010-11 Proposed Budget funded from the following sources:

- 1) State Revenues (including Mental Health Services Act): \$72,174,868
- 2) Federal Revenues: \$90,436,045
- 3) Intrafund Transfers: \$3,502,968
- 4) NCC/Sales Tax Realignment: \$3,916,513

Total: \$170,030,394

Funding for FY 2010-11 is included in the Proposed Budget, and funding for future fiscal years will be requested through DMH's annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

These LE agreements with mental health services contractors provide for a broad range of mental health services to severely and persistently mentally ill adults, SED children, adolescents, and their families, pursuant to the California Welfare and Institutions Code (WIC), Division 5, Part 2, Chapter 1, Section 5602. These mental health services include, but are not limited to, diagnosis, evaluation, treatment, day care, respite care, living arrangements, community skill training, referrals, consultation, and community services.

The agreement format includes new mandated provisions on Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program, and Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program. In addition, the

agreement format also includes a revised provision on the County's Quality Assurance Plan, now called the Quality Management Program, which requires contractors to maintain specified quality improvement and quality assurance plans in accordance with DMH's Quality Improvement Program.

The attached agreement format has been approved as to form by County Counsel. The CEO has reviewed the proposed actions. Clinical and administrative staff of DMH will continue to administer and monitor these agreements, evaluate programs to ensure that quality services are being provided to clients, and ensure that agreement provisions and Departmental policies are being followed.

Attachment I lists the 36 LE agreements, specifying for each agreement the name of the services provider, Supervisorial District, term of agreement, and estimated MCA per fiscal year. Attachment II is the revised LE agreement format. Attachment III provides information regarding contracting with minority or women-owned firms and percentage of ownership in firms contracting with the County.

CONTRACTING PROCESS

All of the 36 LE contractors have existing agreements with DMH that will expire on June 30, 2010 and are being renewed because of the continuing need for their services. As mandated by your Board, the performance of all contractors is evaluated by DMH on an annual basis to ensure the contractors' compliance with all contract terms and performance standards.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The renewal of these LE agreements will allow for continued and uninterrupted mental health services to existing mental health clients throughout Los Angeles County.

The Honorable Board of Supervisors

6/1/2010

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mg Southard". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

MARVIN J. SOUTHARD, D.S.W.

Director

MJS:RK:MM:RK

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Chairperson, Mental Health Commission

ATTACHMENT I

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
 CONTRACT RENEWALS FOR FYs 2010-11, 2011-12, AND 2012-13
 LEGAL ENTITY MENTAL HEALTH SERVICES AGREEMENTS**

Item No.	CONTRACTOR Legal Entity (LE) No.	Sup. Dist. (HQ)	Agreement Term	ESTIMATED MAXIMUM CONTRACT AMOUNT (MCA)		
				FY 2010-11	FY 2011-12	FY 2012-13
1	Catholic Healthcare West dba California Hospital Medical Center 1401 S. Grand Avenue Los Angeles, CA 90015 LEGAL ENTITY (LE) # 01285	1	3 Years	\$793,951	\$793,951	\$793,951
2	Cedars-Sinai Medical Center 8730 Gracie Allen Dr., Plaza Level West Wing Los Angeles, CA 90048 LEGAL ENTITY (LE) # 00178	3	3 Years	\$860,677	\$860,677	\$860,677
3	Child and Family Guidance Center 9650 Zelzah Avenue Northridge, CA 91325-2003 LEGAL ENTITY (LE) # 00207	3	3 Years	\$21,274,720	\$21,274,720	\$21,274,720
4	The Children's Center of the Antelope Valley 45111 Fern Avenue Lancaster, CA 93534 LEGAL ENTITY (LE) # 01066	5	3 Years	\$1,232,983	\$1,232,983	\$1,232,983
5	Community Family Guidance Center 10929 South Street, Suite 208B Cerritos, CA 90703 LEGAL ENTITY (LE) # 00181	4	3 Years	\$4,688,382	\$4,688,382	\$4,688,382
6	Counseling4Kids 601 S. Glendoaks Boulevard, Suite 200 Burbank, CA 91502 LEGAL ENTITY (LE) # 00694	5	3 Years	\$4,767,969	\$4,767,969	\$4,767,969
7	David & Margaret Home, Inc. 1350 Third Street La Verne, CA 91750 LEGAL ENTITY (LE) # 01227	5	3 Years	\$1,891,346	\$1,891,346	\$1,891,346
8	Dubnoff Center for Child Development and Educational Therapy 10526 Dubnoff Way North Hollywood, CA 91606 LEGAL ENTITY (LE) # 00184	3	3 Years	\$2,484,331	\$2,484,331	\$2,484,331

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				FY 2010-11	FY 2011-12	FY 2012-13
9	El Centro del Pueblo, Inc. 1157 Lemoyne Street Los Angeles, CA 90026 LEGAL ENTITY (LE) # 01250	1	3 Years	\$565,444	\$565,444	\$565,444
10	Emotional Health Association dba SHARE! The Self Help and Recovery Exchange 6666 Green Valley Circle Culver City, CA 90230 LEGAL ENTITY (LE) # 01311	2	3 Years	\$722,600	\$722,600	\$722,600
11	Exceptional Children's Foundation 8740 Washington Blvd Culver City, CA 90232 LEGAL ENTITY (LE) # 01567	2	3 Years	\$781,811	\$781,811	\$781,811
12	Filipino-American Service Group, Inc. 135 N. Parkview Street Los Angeles, CA 90026 LEGAL ENTITY (LE) # 00302	1	3 Years	\$21,134	\$21,134	\$21,134
13	The Guidance Center 4335 Atlantic Boulevard Long Beach, CA 90807 LEGAL ENTITY (LE) # 00191	4	3 Years	\$9,792,171	\$9,792,171	\$9,792,171
14	Hamburger Home dba Aviva Family and Children's Services dba Aviva Center 7120 Franklin Avenue Hollywood, CA 90046 LEGAL ENTITY (LE) # 00174	3	3 Years	\$7,896,356	\$7,896,356	\$7,896,356
15	Heritage Clinic and The Community Assistance Program For Seniors 447 N. El Molino Avenue Pasadena, CA 91101 LEGAL ENTITY (LE) # 00965	5	3 Years	\$2,263,100	\$2,263,100	\$2,263,100
16	Hillview Mental Health Center, Inc. 12450 Van Nuys Boulevard, Suite 200 Pacoima, CA 91331-1352 LEGAL ENTITY (LE) # 00194	3	3 Years	\$8,969,105	\$8,969,105	\$8,969,105

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				FY 2010-11	FY 2011-12	FY 2012-13
17	The Institute for the Redesign of Learning dba Almansor Center 205 Pasadena Avenue South Pasadena, CA 91030 LEGAL ENTITY (LE) # 00171	5	3 Years	\$9,154,562	\$9,154,562	\$9,154,562
18	JWCH Institute, Inc. 1910 W. Sunset Boulevard, Suite 650 Los Angeles, CA 90026-3290 LEGAL ENTITY (LE) # 01563	1	3 Years	\$266,710	\$266,710	\$266,710
19	LeRoy Haynes Center for Children and Family Services, Inc. 233 West Baseline Road La Verne, CA 91750 LEGAL ENTITY (LE) # 00697	5	3 Years	\$2,322,011	\$2,322,011	\$2,322,011
20	Los Angeles Unified School District 333 S. Beaudry Avenue, 29th Floor Los Angeles, CA 90017 LEGAL ENTITY (LE) # 00315	1	3 Years	\$3,224,997	\$3,224,997	\$3,224,997
21	Maryvale 7600 E. Graves Avenue Rosemead, CA 91770 LEGAL ENTITY (LE) # 01034	1	3 Years	\$2,211,099	\$2,211,099	\$2,211,099
22	McKinley Children's Center, Inc. 762 W. Cypress Street San Dimas, CA 91773-3599 LEGAL ENTITY (LE) # 00971	5	3 Years	\$2,681,790	\$2,681,790	\$2,681,790
23	Mental Health America of Los Angeles 100 West Broadway, Suite 5010 Long Beach, CA 90802 LEGAL ENTITY (LE) # 00200	4	3 Years	\$14,587,591	\$14,587,591	\$14,587,591
24	Pacific Asian Counseling Services 8616 La Tijera Boulevard, Suite 200 Los Angeles, CA 90045 LEGAL ENTITY (LE) # 00579	2	3 Years	\$1,672,055	\$1,672,055	\$1,672,055
25	Pasadena Unified School District 325 South Oak Knoll Avenue* Pasadena, CA 91101 LEGAL ENTITY (LE) # 01228	5	3 Years	\$2,059,162	\$2,059,162	\$2,059,162

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
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				FY 2010-11	FY 2011-12	FY 2012-13
26	Pediatric & Family Medical Center dba Eisner Pediatric & Family Medical Center 1500 South Olive Street Los Angeles, CA 90015 LEGAL ENTITY (LE) # 00711	1	3 Years	\$630,428	\$630,428	\$630,428
27	PROTOTYPES, Centers for Innovation in Health, Mental Health and Social Services 1000 North Alameda Street, Suite 390 Los Angeles, CA 90012 LEGAL ENTITY (LE) # 00838	2	3 Years	\$5,538,902	\$5,538,902	\$5,538,902
28	Providence Community Services, LLC (formerly Aspen Community Services) 4281 Katella Avenue, Suite 201 Los Alamitos, CA 90720 LEGAL ENTITY (LE) # 00801	N/A	3 Years	\$5,792,026	\$5,792,026	\$5,792,026
29	San Fernando Valley Community Mental Health Center, Inc. 6842 Van Nuys Blvd., 6th Floor Van Nuys, CA 91405 LEGAL ENTITY (LE) # 00208	3	3 Years	\$27,776,015	\$27,776,015	\$27,776,015
30	South Bay Children's Health Center Association, Inc. 410 S. Camino Real Redondo Beach, CA 90277 LEGAL ENTITY (LE) # 00213	4	3 Years	\$770,974	\$770,974	\$770,974
31	South Central Health and Rehabilitation Program (also known as SCHARP) 2610 Industry Way, Suite A Lynwood, CA 90262 LEGAL ENTITY (LE) # 00506	2	3 Years	\$6,672,977	\$6,672,977	\$6,672,977
32	Tessie Cleveland Community Services Corporation 8019 South Compton Avenue Los Angeles, CA 90001 LEGAL ENTITY (LE) # 01379	2	3 Years	\$6,149,983	\$6,149,983	\$6,149,983
33	The Village Family Services 6736 Laurel Canyon Boulevard, Suite 200 North Hollywood, CA 91606 LEGAL ENTITY (LE) # 01224	3	3 Years	\$2,896,941	\$2,896,941	\$2,896,941

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
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Item No.	CONTRACTOR Legal Entity (LE) No.	Sup. Dist. (HQ)	Agreement Term	ESTIMATED MAXIMUM CONTRACT AMOUNT (MCA)		
				FY 2010-11	FY 2011-12	FY 2012-13
34	VIP Community Mental Health Center, Inc. (also known as VIP CMHC) 1721 Griffin Avenue Los Angeles, CA 90031 LEGAL ENTITY (LE) # 01044	1	3 Years	\$5,993,740	\$5,993,740	\$5,993,740
35	Watts Labor Community Action Committee - WLCAC 10950 S. Central Avenue Los Angeles, CA 90059 LEGAL ENTITY (LE) # 00310	2	3 Years	\$252,100	\$252,100	\$252,100
36	WISE & Healthy Aging 1527 4th Street, 2nd Floor Santa Monica, CA 90401 LEGAL ENTITY (LE) # 01559	3	3 Years	\$370,251	\$370,251	\$370,251
TOTAL:				\$170,030,394	\$170,030,394	\$170,030,394

* Correspondence will be sent to mailing address/(P. O. Box).

DEPARTMENT OF MENTAL HEALTH LEGAL ENTITY AGREEMENT

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CONTRACTOR:

Contract Number

Business Address:

Reference Number(s)

Legal Entity Number

Provider Number(s)_____

Contractor Headquarters' Supervisorial District _____

Mental Health Service Area(s)_____ OR Countywide _____

=====*Below This Line For Official CDAD Use Only*=====

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Deputy Director_____ Lead Manager _____

K: S_____ --or-- U_____

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- 4 **ATTACHMENT II** FINANCIAL EXHIBIT A (FINANCIAL PROVISIONS)
- 5 **ATTACHMENT III** FINANCIAL SUMMARY(IES) FY _____ FY _____ FY _____
- 6 **ATTACHMENT IV** SERVICE DELIVERY SITE EXHIBIT(S)
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LEGAL ENTITY AGREEMENT FY 10-11 4/7/2010

1 DEPARTMENT OF MENTAL HEALTH LEGAL ENTITY AGREEMENT

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3
4 THIS AGREEMENT is made and entered into this ____ day of _____, _____,
5 by and between the County of Los Angeles (hereafter "County"), and _____

6 _____
7 _____ (hereafter "Contractor") with the following business address at _____
8 _____
9 _____.

10 WHEREAS, County desires to provide to those persons in Los Angeles County
11 who qualify herefore certain mental health services contemplated and authorized by the
12 Bronzan-McCorquodale Act, California Welfare and Institutions Code (WIC) Section 5600
13 et seq.; and

14 WHEREAS, County desires through the County's Request for Statement of
15 Qualification (RFSQ) process to provide to those persons in Los Angeles County who
16 qualify herefore certain mental health services contemplated and authorized by the
17 Mental Health Service Act (MHSA) adopted by the California electorate on November 2,
18 2004; and

19 WHEREAS, Contractor is equipped, staffed, and prepared to provide these
20 services as described in this Agreement; and

21 WHEREAS, County believes it is in the best interest of the people of the County of
22 Los Angeles to provide these services by contract; and

23 WHEREAS, these services shall be provided by Contractor in accordance with all
24 applicable federal, State and local laws, required licenses, ordinances, rules, Regulations,
25 manuals, guidelines, and directives, which may include, but are not necessarily limited to,
26 the following: Bronzan-McCorquodale Act, California Welfare and Institutions Code
27 Section 5600 et seq., including, but not limited to, Sections 5600.2, 5600.3, 5600.4,
28 5600.9, 5602, 5608, 5651, 5670, 5670.5, 5671, 5671.5, 5672, 5705, 5709, 5710, 5716,
29 5719, 5721, 5722, 5751.2, and 5900 et seq.; Medi-Cal Act, California Welfare and
30 Institutions Code Section 14000 et seq., including, but not limited to, Section 14132.44;

1 California Welfare and Institutions Code Section 15600 et seq., including Section 15630;
2 California Welfare and Institutions Code Section 17601 et seq.; California Work
3 Opportunities and Responsibilities to Kids Act, California Welfare and Institutions Code
4 Section 11200 et seq.; California Government Code Sections 26227 and 53703; Title XIX
5 of the Social Security Act, 42 United States Code Section 1396 et seq.; Part B of Title XIX
6 of the Public Health Service Act, 42 United States Code Section 300x et seq.; Title XXI of
7 the Social Security Act; California Penal Code (PC) Section 11164 et seq.; Title 9 and Title
8 22, including, but not limited to, Sections 51516, 70001, 71001, 72001 et seq., and 72443
9 et seq. of the California Code of Regulations; 45 Code of Federal Regulations Parts 160
10 and 164 and California Welfare and Institutions Code Section 5328 et seq.; State
11 Department of Mental Health's (SDMH) Cost Reporting/Data Collection Manual (CR/DC);
12 Los Angeles County DMH Organizational Provider's Manual for Specialty Mental Health
13 Services under the Rehabilitation Option and Targeted Case Management Services; State
14 Department of Mental Health's Cost and Financial Reporting System Instruction Manual;
15 Federal Office of Management and Budget Circular A-122 (Cost principles for non-profit
16 organizations); Federal Office of Management and Budget Circular A-133 (Audits of
17 states, local governments, and non-profit organizations); Auditor-Controller Contract
18 Accounting and Administration Handbook; policies and procedures developed by County;
19 State's Medicaid Plan; and policies and procedures which have been documented in the
20 form of Policy Letters issued by State Department of Mental Health; and/or for State
21 Department of Health Services; and

22 WHEREAS, this Agreement is authorized by WIC Section 5600 et seq., California
23 Government Code Sections 23004, 26227 and 53703, and otherwise.

24 NOW, THEREFORE, Contractor and County agree as follows:

25 **PREAMBLE**

26 For over a decade, the County has collaborated with its community partners to
27 enhance the capacity of the health and human services system to improve the lives of
28 children and families. These efforts require, as a fundamental expectation, that the
29 County's contracting partners share the County and community's commitment to provide
30 health and human services that support achievement of the County's vision, goals, values,

1 and adopted outcomes. Key to these efforts is the integration of service delivery systems
2 and the adoption of the Customer Service and Satisfaction Standards.

3 The County of Los Angeles' Vision is to improve the quality of life in the County by
4 providing responsive, efficient, and high quality public services that promote the self-
5 sufficiency, well-being and prosperity of individuals, families, businesses and communities.
6 This philosophy of teamwork and collaboration is anchored in the shared values of:

- Responsiveness
- Professionalism
- Accountability
- Compassion
- Integrity
- Commitment
- A Can-Do Attitude
- Respect for Diversity

8
9 These shared values are encompassed in the County Mission to enrich lives
10 through effective and caring service and the County Strategic Plan's eight goals:
11 1) Service Excellence; 2) Workforce Excellence; 3) Organizational Effectiveness; 4) Fiscal
12 Responsibility; 5) Children and Families' Well-Being; 6) Community Services; 7) Health
13 and Mental Health; and 8) Public Safety. Improving the well-being of children and families
14 requires coordination, collaboration, and integration of services across functional and
15 jurisdictional boundaries, by and between County departments/agencies, and community
16 and contracting partners.

17 The basic conditions that represent the well-being we seek for all children and
18 families in Los Angeles County are delineated in the following five outcomes, adopted by
19 the Board of Supervisors in January 1993.

- Good Health;
- Economic Well-Being;
- Safety and Survival;
- Emotional and Social Well-Being; and
- Education and Workforce Readiness.

25 Recognizing no single strategy – in isolation – can achieve the County's outcomes
26 of well-being for children and families, consensus has emerged among County and
27 community leaders that making substantial improvements in integrating the County's
28 health and human services system is necessary to significantly move toward achieving
29 these outcomes. The County has also established the following values and goals for

1 guiding this effort to integrate the health and human services delivery system:

- 2 ✓ Families are treated with respect in every encounter they have with the health,
3 educational, and social services systems.
- 4 ✓ Families can easily access a broad range of services to address their needs,
5 build on their strengths, and achieve their goals.
- 6 ✓ There is no “wrong door”: wherever a family enters the system is the right
7 place.
- 8 ✓ Families receive services tailored to their unique situations and needs.
- 9 ✓ Service providers and advocates involve families in the process of determining
10 service plans, and proactively provide families with coordinated and
11 comprehensive information, services, and resources.
- 12 ✓ The County service system is flexible, able to respond to service demands for
13 both the Countywide population and specific population groups.
- 14 ✓ The County service system acts to strengthen communities, recognizing that
15 just as individuals live in families, families live in communities.
- 16 ✓ In supporting families and communities, County agencies work seamlessly with
17 public and private service providers, community-based organizations, and
18 other community partners.
- 19 ✓ County agencies and their partners work together seamlessly to demonstrate
20 substantial progress towards making the system more strength-based, family-
21 focused, culturally-competent, accessible, user-friendly, responsive, cohesive,
22 efficient, professional, and accountable.
- 23 ✓ County agencies and their partners focus on administrative and operational
24 enhancements to optimize the sharing of information, resources, and best
25 practices while also protecting the privacy rights of families.
- 26 ✓ County agencies and their partners pursue multi-disciplinary service delivery, a
27 single service plan, staff development opportunities, infrastructure
28 enhancements, customer service and satisfaction evaluation, and revenue
29 maximization.
- 30 ✓ County agencies and their partners create incentives to reinforce the direction

1 toward service integration and a seamless service delivery system.

- 2 ✓ The County human service system embraces a commitment to the disciplined
3 pursuit of results accountability across systems. Specifically, any strategy
4 designed to improve the County human services system for children and
5 families should ultimately be judged by whether it helps achieve the County's
6 five outcomes for children and families: good health, economic well-being,
7 safety and survival, emotional and social well-being, and education and
8 workforce readiness.

9 The County, its clients, contracting partners, and the community will continue to
10 work together to develop ways to make County services more accessible, customer
11 friendly, better integrated, and outcome-focused. Several departments have identified
12 shared themes in their strategic plans for achieving these goals including: making an effort
13 to become more consumer/client-focused; valuing community partnerships and
14 collaborations; emphasizing values and integrity; and using a strengths-based and multi-
15 disciplinary team approach. County departments are also working to provide the Board of
16 Supervisors and the community with a better understanding of how resources are being
17 utilized, how well services are being provided, and what are the results of the services: is
18 anyone better off?

19 The County of Los Angeles health and human service departments and their
20 partners are working together to achieve the following ***Customer Service And***
21 ***Satisfaction Standards*** in support of improving outcomes for children and families.

22 *Personal Service Delivery*

23 The service delivery team – staff and volunteers – will treat customers and each
24 other with courtesy, dignity, and respect.

- 25 • Introduce themselves by name
26 • Listen carefully and patiently to customers
27 • Be responsive to cultural and linguistic needs
28 • Explain procedures clearly
29 • Build on the strengths of families and communities

30 *Service Access*

31 Service providers will work proactively to facilitate customer access to services.

- 32 • Provide services as promptly as possible

- Provide clear directions and service information
- Outreach to the community and promote available services
- Involve families in service plan development
- Follow-up to ensure appropriate delivery of services

Service Environment

Service providers will deliver services in a clean, safe, and welcoming environment, which supports the effective delivery of services.

- Ensure a safe environment
- Ensure a professional atmosphere
- Display vision, mission, and values statements
- Provide a clean and comfortable waiting area
- Ensure privacy
- Post complaint and appeals procedures

The basis for all County health and human services contracts is the provision of the highest level of quality services that support improved outcomes for children and families. The County and its contracting partners must work together and share a commitment to achieve a common vision, goals, outcomes, and standards for providing services.

1. TERM:

A. Initial Period: The Initial Period of this Agreement shall commence on _____ and shall continue in full force and effect through _____.

B. Automatic Renewal Period(s): After the Initial Period, this Agreement shall be automatically renewed two additional periods without further action by the parties hereto unless either party desires to terminate this Agreement at the end of either the Initial Period or First Automatic Renewal Period and gives written notice to the other party not less than 30 calendar days prior to the end of the Initial Period or the end of the First Automatic Renewal Period, as applicable.

(1) First Automatic Renewal Period: If this Agreement is automatically renewed, the First Automatic Renewal Period shall commence on _____ and shall continue in full force and effect through _____.

(2) Second Automatic Renewal Period: If this Agreement is automatically renewed, the Second Automatic Renewal Period shall commence on _____ and shall continue in full force and effect through _____.

/

1 2. TERMINATION WITHOUT CAUSE: This Agreement may be terminated by either
2 party at any time without cause by giving at least 30 calendar days prior written notice to
3 the other party.

4 3. IMMEDIATE TERMINATION BY COUNTY:

5 A. In addition to any other provisions for termination provided in this
6 Agreement, this Agreement may be terminated by County immediately if County
7 determines that:

8 (1) Contractor has failed to initiate delivery of services within 30 calendar
9 days of the commencement date of this Agreement; or

10 (2) Contractor has failed to comply with any of the provisions of
11 Paragraphs 18 (NONDISCRIMINATION IN SERVICES), 19 (NONDISCRIMINATION IN
12 EMPLOYMENT), 21 (INDEMNIFICATION AND INSURANCE), 22 (WARRANTY
13 AGAINST CONTINGENT FEES), 23 (CONFLICT OF INTEREST), 28 (DELEGATION
14 AND ASSIGNMENT), 29 (SUBCONTRACTING), 34 (CHILD SUPPORT COMPLIANCE
15 PROGRAM), 48 (CERTIFICATION OF DRUG-FREE WORK PLACE), 54
16 (CONTRACTOR'S EXCLUSION FROM PARTICIPATION IN A FEDERALLY FUNDED
17 PROGRAM) and/or 63 (CONTRACTOR'S WARRANTY OF COMPLIANCE WITH
18 COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM); or

19 (3) In accordance with Paragraphs 35 (TERMINATION FOR
20 INSOLVENCY), 36 (TERMINATION FOR DEFAULT), 37 (TERMINATION FOR
21 IMPROPER CONSIDERATION), 49 (COUNTY LOBBYISTS), and/or 64 (TERMINATION
22 FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S
23 DEFAULTED PROPERTY TAX REDUCTION PROGRAM).

24 B. In the event that this Agreement is terminated, then:

25 (1) On or after the date of the written notice of termination, County, in its
26 sole discretion, may stop all payments to Contractor hereunder until preliminary settlement
27 based on the Annual Cost Report. Contractor shall prepare an Annual Cost Report in
28 accordance with the terms of the Financial Exhibit A.

29 (2) Upon issuance of any notice of termination, Contractor shall make
30 immediate and appropriate plans to transfer or refer all patients/clients receiving services

1 under this Agreement to other agencies for continuing services in accordance with the
2 patient's/client's needs. Such plans shall be subject to prior written approval of Director or
3 his designee, except that in specific cases, as determined by Contractor, where an
4 immediate patient/client transfer or referral is indicated, Contractor may make an
5 immediate transfer or referral. If Contractor terminates this Agreement, all costs related to
6 all such transfers or referrals as well as all costs related to all continuing services shall not
7 be a charge to this Agreement nor reimbursable in any way under this Agreement; and

8 (3) If Contractor is in possession of any equipment, furniture, removable
9 fixtures, materials, or supplies owned by County as provided in Paragraph 45
10 (PURCHASES), the same shall be immediately returned to County.

11 (4) Any termination of this Agreement by County shall be approved by
12 County's Board of Supervisors.

13 C. Six Months Notification of Agreement Expiration: Contractor shall notify
14 County when this Agreement is within six (6) months of expiration. Contractor shall send
15 such notice to those persons and addresses which are set forth in Paragraph 65
16 (NOTICES).

17 4. ADMINISTRATION: The Director of Mental Health (Director) shall have the
18 authority to administer this Agreement on behalf of the County. All references to the
19 actions or decisions to be made by the County in this Agreement shall be made by the
20 Director unless otherwise expressly provided.

21 A. The Director may designate one of more persons to act as his/her designee
22 for the purposes of administering this Agreement. Therefore "Director" shall mean
23 "Director and/or his/her designee."

24 B. Contractor shall designate in writing a Contract Manager who shall function
25 as liaison with County regarding Contractor's performance hereunder.

26 5. DESCRIPTION OF SERVICES/ACTIVITIES: Contractor shall provide those mental
27 health services identified on the Financial Summary and Service Exhibit(s) of this
28 Agreement and as described in the Contractor's Negotiation Package for this Agreement,
29 as approved in writing by Director. The quality of services provided by Contractor shall be
30 the same regardless of the patient's/client's ability to pay or source of payment.

1 Contractor shall be responsible for delivering services to new clients to the extent
2 that funding is provided by County. Where Contractor determines that services to new
3 clients can no longer be delivered, Contractor shall provide 30 calendar days prior notice
4 to County. Contractor shall also thereafter make referrals of new clients to County or other
5 appropriate agencies.

6 Contractor shall not be required to provide the notice in the preceding paragraph
7 when County reduces funding to Contractor, either at the beginning or during the fiscal
8 year. In addition, when County cuts the funding for a particular program provided by
9 Contractor, Contractor shall not be responsible for continuing services for those clients
10 linked to that funding. Contractor shall also thereafter make referrals of those clients to
11 County or other appropriate agencies.

12 Contractor may provide activities claimable as Title XIX Medi-Cal Administrative
13 Activities pursuant to WIC Section 14132.44. The administrative activities which may be
14 claimable as Title XIX Medi-Cal Administrative Activities are shown on the Financial
15 Summary and are described in the policies and procedures provided by SDMH and/or
16 SDHS.

17 Contractor may provide mental health services claimable as Early and Periodic
18 Screening, Diagnosis, and Treatment (EPSDT) services.

19 If, during Contractor's provision of services under this Agreement, there is any need
20 for substantial deviation from the services as described in Contractor's Negotiation
21 Package for this Agreement, as approved in writing by Director, then Contractor shall
22 submit a written request to Director for written approval before any such substantial
23 deviation may occur. A 30% variance of actual services from those projected and shown
24 by Contractor in the Negotiation Package will be considered a substantial deviation in
25 service delivery.

26 Contractors shall not be eligible to provide mental health services claimable under the
27 Mental Health Services Act (MHSA) unless Contractor has been found to be eligible to
28 provide mental health services as follows: (1) Contractor has submitted to the County a
29 Statement of Qualifications (SOQ) in response to County's Request For Statement of
30 Qualifications (RFSQ) for the provision of such services; Contractors has met the

1 minimum qualifications listed in the RFSQ and has been selected for recommendation for
2 placement on a MHSA Master Agreement eligibility list; and Contractor has demonstrated
3 experience and training in its specialized field and has been selected to provide MHSA
4 services pursuant to a Request for Services, or (2) Contractor intends to transform a
5 portion of its services to MHSA services, Contractor has submitted an abbreviated
6 negotiation package outlining the planned transformation and County has approved
7 Contractor to provide MHSA services through the transformation process. Placement on
8 the Master Agreement eligibility list does not guarantee that Contractor will be selected to
9 provide mental health services claimable as MHSA services. In order to provide mental
10 health services claimable as MHSA services, a provider must have been selected to
11 provide MHSA services pursuant to a Request for Services or be approved by the County
12 to provide MHSA service through the transformation process.

13 6. FINANCIAL PROVISIONS: In consideration of services and/or activities provided
14 by Contractor, County shall reimburse Contractor in the amount and manner described in
15 Attachment II, Financial Exhibit A (FINANCIAL PROVISIONS) attached thereto and by this
16 reference incorporated herein.

17 7. PRIOR AGREEMENT(S) SUPERSEDED:

18 A. Reference is made to the certain document(s) entitled:

TITLE	COUNTY AGREEMENT NUMBER	DATE OF EXECUTION
_____	_____	_____

19
20 The parties agree that the provisions of such prior Agreement(s), and all Amendments
21 thereto, shall be entirely superseded as of _____, _____, by the provisions of
22 this Agreement.

23 B. The parties further agree that all payments made by County to Contractor
24 under any such prior Agreement(s) for services rendered thereunder on and after _____
25 _____, _____, shall be applied to and considered against all applicable federal, State,
26 and/or County funds provided hereunder.

27 C. Notwithstanding any other provision of this Agreement or the Agreement(s)
28 described in Subparagraph 7.A, the total reimbursement by County to Contractor under all
29 these Agreements for Fiscal Year _____ shall not exceed _____

1 _____
2 DOLLARS (\$_____); and for Fiscal Year _____ shall not exceed _____

3 _____
4 DOLLARS (\$_____); and for Fiscal Year _____ shall not exceed _____

5 _____
6 DOLLARS (\$_____).

7 The supersession by this Agreement is not intended to replace ongoing programs
8 and/or special provisions (such as, deeds, leases, rentals, or space use) which are
9 implemented by special amendments to the agreement listed in Paragraph 7.A. above
10 with Contractors. Such ongoing programs and special provisions set forth in special
11 amendments can only be affected by a written contract amendment that refers specifically
12 to the provisions set forth in the Amendment.

13 For information on amendment(s) for special provisions for such ongoing programs
14 and/or special services, see Exhibit(s) _____. (If applicable, this attachment
15 has been included under the Table of Contents in the Attachments Section.)

16 8. STAFFING: Throughout the term of this Agreement, Contractor shall staff its
17 operations so that staffing approximates the type and number indicated in Contractor's
18 Negotiation Package for this Agreement and as required by WIC and CCR.

19 A. Staff providing services under this Agreement shall be qualified and shall
20 possess all appropriate licenses in accordance with WIC Section 5603 and all other
21 applicable requirements of the California Business and Professions Code, WIC, CCR,
22 CR/DC Manual, Los Angeles County DMH Organizational Provider's Manual for Specialty
23 Mental Health Services under the Rehabilitation Option and Targeted Case Management
24 Services, SDMH Policy Letters, and shall only function within the scope of practice as
25 dictated by licensing boards/bodies.

26 B. If, at any time during the term of this Agreement, the Contractor has a
27 sufficient number of vacant staff positions that would impair its ability to perform any
28 services under the Agreement, Contractor shall promptly notify Director of such vacancies.

29 C. During the Term of this Agreement, Contractor shall twice per year, by
30 December 31st and June 30th, provide County with accurate and complete item control

1 reports identifying all persons providing services under this Agreement. Such report shall
2 be in the manner and format determined by the County and shall include, but shall not be
3 limited to, the name, title, professional degree and license of the persons providing
4 services or performing work under this Agreement. The reports are to be forwarded to the
5 address(es) and person(s) identified in Paragraph 65 (NOTICES).

6 D. Notwithstanding the above, at all times during the term of this Agreement,
7 Contractor shall have available and shall provide upon request to authorized
8 representatives of County, a list of all persons by name, title, professional degree, and
9 experience, who are providing any services under this Agreement.

10 9. STAFF TRAINING AND SUPERVISION: Contractor shall institute and maintain an
11 in-service training program of treatment review and case conferences in which all its
12 professional, para-professional, intern, student and clinical volunteer personnel shall
13 participate. Contractor shall institute and maintain appropriate supervision of all persons
14 providing services under this Agreement with particular emphasis on the supervision of
15 para-professionals, interns, students, and clinical volunteers in accordance with
16 Departmental clinical supervision policy. Contractor shall be responsible for the provision
17 of mandatory training for all staff at the time of initial employment and on an ongoing basis
18 as required by federal and State law, including but not limited to HIPAA and Sexual
19 Harassment, and for the training of all appropriate staff on the Los Angeles County DMH
20 Organizational Provider's Manual for Specialty Mental Health Services under the
21 Rehabilitation Option and Targeted Case Management Services, CR/DC Manual (as
22 applicable), and other State and County policies and procedures as well as on any other
23 matters that County may reasonably require.

24 Contractor shall document and make available upon request by the federal, State
25 and/or County the type and number of hours of training provided to Contractor's officers,
26 employees, agents, and subcontractors.

27 10. PROGRAM SUPERVISION, MONITORING AND REVIEW:

28 A. Pursuant to WIC Section 5608 and CCR Title 9, Section 521, all services
29 hereunder shall be provided by Contractor under the general supervision of Director.
30 Director shall have the right to monitor and specify the kind, quality, appropriateness,

1 timeliness, and amount of services, and the criteria for determining the persons to be
2 served.

3 B. Upon receipt of any contract monitoring report pertaining to
4 services/activities under this Agreement, Contractor shall respond in writing to person(s)
5 identified within the time specified in the contract monitoring report. Contractor shall, in its
6 written response, either acknowledge the reported deficiencies or present additional
7 evidence to dispute the findings. In addition, Contractor must submit a plan for immediate
8 correction of all deficiencies.

9 C. In the event of a State audit of this Agreement, if State auditors disagree
10 with County's official written instructions to Contractor in its performance of this
11 Agreement, and if such disagreement results in a State disallowance of any of
12 Contractor's costs hereunder, then County shall be liable for Contractor's disallowed costs
13 as determined by State.

14 D. To assure compliance with this Agreement and for any other reasonable
15 purpose relating to performance of this Agreement, and subject to the provisions of
16 State and federal law, authorized County, State, and/or federal representatives and
17 designees shall have the right to enter Contractor's premises (including all other places
18 where duties under this Agreement are being performed), with or without notice, to:
19 inspect, monitor and/or audit Contractor's facilities, programs and procedures, or to
20 otherwise evaluate the work performed or being performed; review and copy any records
21 and supporting documentation pertaining to the performance of this Agreement; and
22 elicit information regarding the performance of this Agreement or any related work. The
23 representatives and designees of such agencies may examine, audit and copy such
24 records at the site at which they are located. Contractor shall provide access to facilities
25 and shall cooperate and assist County, State, and/or federal representatives and
26 designees in the performance of their duties. Unless otherwise agreed upon in writing,
27 Contractor must provide specified data upon request by County, State, and/or federal
28 representatives and designees within ten (10) business days.

29 11. PERFORMANCE STANDARDS AND OUTCOME MEASURES: The Contractor
30 shall comply with all applicable federal, State, and County policies and procedures

1 relating to performance standards and outcome measures, including but not limited to
2 those performance standards and outcome measures required by specific federal or
3 State rules for entities receiving their funding, those identified in Attachment X and
4 performance standards and/or outcome measures provided in the applicable MHSA
5 Service Exhibits.

6 Performance standards and/or outcome measures will be used as part of the
7 determination of the effectiveness of the services delivered by Contractor.

8 12. QUALITY MANAGEMENT PROGRAM:

9 A. Contract shall establish and maintain a Quality Management Program.
10 Contractor's written Quality Management Program shall describe its quality assurance,
11 quality improvement and utilization review structure, process, decisions, actions and
12 monitoring, in accordance with the Department's Quality Improvement Program Policy
13 No. 105.1, to ensure that the quality and appropriateness of care delivered to clients of
14 the mental health system meets or exceeds the established County, State, and federal
15 service standards and complies with the standards set by the State Department of
16 Mental Health through the Medi-Cal Performance Contract.

17 B. The Contractor's Quality Management Program shall be consistent with
18 Department's Quality Improvement Program Policy No. 105.1 including the Department's
19 Quality Improvement Work Plan and participation in Service Area Quality Assurance and
20 Quality Improvement Committee meetings as outlined in Policy No. 105.1.

21 C. The Contractor's Quality Management Program shall be consistent with the
22 Department's Cultural Competency Plan.

23 D. The Contractor's level of performance under this Agreement shall be
24 evaluated by the County no less than annually. Failure to meet performance standards
25 may place Contractor's Agreement in jeopardy; performance deficits that are not
26 remedied will be reported to the Board of Supervisors. The report shall include
27 improvement/corrective action measures taken by the County and Contractor. If
28 improvement does not occur consistent with the corrective action measures, County may
29 terminate this Agreement or invoke other remedies as specified in this Agreement.

30 /

31 /

1 13. RECORDS AND AUDITS:

2 A. Records:

3 (1) Direct Services and Indirect Services Records: Contractor shall
4 maintain a record of all direct services and indirect services rendered by all professional,
5 para-professional, intern, student, volunteer and other personnel under this Agreement in
6 sufficient detail to permit an evaluation and audit of such services. All such records shall
7 be retained, maintained, and made available within three (3) business days for inspection,
8 review, and/or audit by authorized representatives and designees of County, State, and/or
9 federal governments during the term of this Agreement and during the applicable period of
10 records retention. In the event any records are located outside Los Angeles County,
11 Contractor shall pay County for all travel, per diem, and other costs incurred by County for
12 any inspection, review, and/or audit at such other location. In addition to the general
13 requirements in this Paragraph 13, Contractor shall comply with any additional
14 patient/client record requirements described in the Service Exhibit(s) and shall adequately
15 document the delivery of all services described in the Service Exhibit(s).

16 (a) Patient/Client Records (Direct Services): Contractor shall
17 maintain treatment and other records for each individual patient/client of all direct services
18 (e.g., 24-hour services, day services, targeted case management, mental health services,
19 medication support, and crisis intervention) in accordance with all applicable County, State
20 and federal requirements. Treatment and other records shall include, but not be limited to,
21 patient/client identification number, patient/client face sheet, all data elements required by
22 the County's claims processing information system, consent for treatment form, initial
23 evaluation form, treatment plan, progress notes and discharge summary. All patient/client
24 records shall be maintained by Contractor at a location in Los Angeles County for a
25 minimum period that is at least equivalent to the later of any of the following:

26 1) Seven (7) years following discharge of the patient/client
27 or termination of services;

28 2) For un-emancipated minors, one (1) year after such
29 minor has reached the age of 18 years and in any case not less than seven (7) years;

30 3) Three years after completion of all County, State

1 and/or federal audits; or

2 4) Three (3) years after the conclusion of any audit appeal
3 and/or when audit findings are fully resolved.

4 During such retention period, all such records shall be available within three (3) business
5 days and open during County's normal business hours to authorized representatives and
6 designees of County, State, and/or federal governments for purposes of inspection,
7 review, and/or audit. Nothing in this paragraph shall limit Contractor's obligation to retain
8 records for the period described by law.

9 (b) Case Management Support Services, Outreach Services, and
10 Client Supportive Services Records (Indirect Services): Contractor shall maintain accurate
11 and complete program records of all indirect services (i.e., all services other than direct
12 services) in accordance with all applicable County, State and federal requirements. All
13 program records shall be maintained by Contractor at a location in Los Angeles County for
14 a minimum period that is at least equivalent to the later of any of the following:

15 1) Seven (7) years following the expiration or earlier
16 termination of this agreement;

17 2) Three (3) years after completion of all County, State
18 and/or federal audits; or

19 3) Three (3) years after the conclusion of any audit appeal
20 and/or when audit findings are fully resolved.

21 During such retention period, all such records shall be available within three (3) business
22 days and open during County's normal business hours to authorized representatives and
23 designees of County, State, and/or federal governments for purposes of inspection and/or
24 audit. Nothing in this paragraph shall limit Contractor's obligation to retain records for the
25 period described by law.

26 (2) Financial Records: Contractor shall prepare and maintain, on a
27 current basis, accurate and complete financial records of its activities and operations
28 relating to this Agreement in accordance with generally accepted accounting principles,
29 with the procedures set out in the State Department of Mental Health's Cost and Financial
30 Reporting System (CFRS) Instruction Manual, and with all applicable federal, State and

1 County requirements, guidelines, standards, and procedures. Minimum standards for
2 accounting principles are set forth in County's Auditor-Controller's Contract Accounting
3 and Administration Handbook which shall be furnished to Contractor by County upon
4 request. The above financial records shall include, but are not limited to:

5 (a) Books of original entry and a general ledger.

6 (b) Reports, studies, statistical surveys or other information
7 Contractor used to identify and allocate indirect costs. "Indirect costs" shall mean those
8 costs as described by the guidelines, standards, and procedures which may be provided
9 by County in writing to Contractor, the Centers for Medicare and Medicaid Provider
10 Reimbursement Manual, and the Federal Office of Management and Budget Circular A-
11 122 (Cost principles for non-profit organizations).

12 (c) Bronzan-McCorquodale/County statistics and total facility
13 utilization information (e.g., patient days, visits) which can be identified by type of service
14 pursuant to any policies and procedures which may be provided by County in writing to
15 Contractor.

16 (d) A listing of all County remittances received.

17 (e) Patient/client financial folders clearly documenting:

18 i. Contractor's determination of patient's/client's eligibility
19 for Medi-Cal, medical insurance and any other third party payer coverage; and

20 ii. Contractor's reasonable efforts to collect charges from
21 the patient/client, his responsible relatives, and any other third party payer.

22 (f) Individual patient/client ledger cards indicating the type and
23 amount of charges incurred and payments by source and service type.

24 (g) Employment records.

25 (3) The entries in all of the above financial records must be readily
26 traceable to applicable source documentation (e.g., remittance invoices, vendor invoices,
27 employee timecards signed by employee and countersigned by supervisor in ink,
28 subsidiary ledgers and journals, appointment logs, patient ledger cards, etc.). Any
29 apportionment of costs shall be made in accordance with the requirements of the State
30 Department of Mental Health Cost and Financial Reporting System (CFRS) Instruction

1 Manual, the Federal Centers for Medicare and Medicaid Provider Reimbursement Manual
2 Parts 1 and 2 (Publications #15-1 and #15-2), and Los Angeles County DMH
3 Organizational Provider's Manual for Specialty Mental Health Services under the
4 Rehabilitation Option and Targeted Case Management Services. All such records shall be
5 maintained by Contractor at a location in Los Angeles County for a minimum period that is
6 at least equivalent to the later of any of the following:

7 1) Seven (7) years following the expiration or earlier
8 termination of this agreement;

9 2) Three years after completion of all County, State
10 and/or federal audits; or

11 3) Three (3) years after the conclusion of any audit appeal
12 and/or when audit findings are fully resolved.

13 During such retention period, all such records shall be available within three (3) business
14 days and open during County's normal business hours to authorized representatives and
15 designees of County, State, and/or federal governments for purposes of inspection,
16 review, and/or audit. Such access shall include access to individuals with knowledge of
17 financial records and Contractor's outside auditors, and regular and special reports from
18 Contractor. In the event any records are located outside Los Angeles County, Contractor
19 shall pay County for all travel, per diem, and other costs incurred by County for any
20 inspection or audit at such other location.

21 (4) Preservation of Records: If, following termination of this Agreement,
22 Contractor's facility(ies) is (are) closed or if majority ownership of Contractor changes, then
23 within forty-eight hours of closure or ownership change, Director of SDMH and Director
24 shall be notified in writing by Contractor of all arrangements made by Contractor for
25 preservation of all the patient/client, financial, and other records referred to in this
26 Paragraph 13.

27 B. Audits:

28 (1) Contractor shall provide County and its authorized representatives
29 access to and the right to examine, audit, excerpt, copy, or transcribe, any pertinent
30 transaction, activity, time cards, or any other records relating to this Agreement.

1 (2) County may, in its sole discretion, perform periodic fiscal and/or
2 program review(s) of Contractor's records that relate to this Agreement. If County
3 determines that the results of any such reviews indicate the need for corrective action,
4 Contractor shall within 30 calendar days after receiving the findings of the fiscal and/or
5 program review, either (a) submit a corrective plan of action to DMH, or (b) request a
6 review by the Director. If Contractor requests a review by the Director within the 30
7 calendar days, and if a corrective plan of action is then required, Contractor shall have 30
8 calendar days to submit its corrective plan of action.

9 (3) Audit Reports: In the event that any audit of any or all aspects of this
10 Agreement is conducted by any federal or State auditor, or by any auditor or accountant
11 employed by Contractor or otherwise, then Contractor shall file a copy of such audit
12 report(s) with DMH's Contracts Development and Administration Division within 30
13 calendar days of Contractor's receipt thereof, unless otherwise provided by applicable
14 federal or State law or under this Agreement. Contractor shall promptly notify County of
15 any request for access to information related to this Agreement by any other governmental
16 agency.

17 (4) State Department of Mental Health Access to Records: Contractor
18 agrees that for a period of seven (7) years or until final audit is completed, which ever
19 occurs later, following the furnishing of services under this Agreement, Contractor shall
20 maintain and make available to the State Department of Mental Health, the Secretary of
21 the United States Department of Health and Human Services or the Controller General of
22 the United States, and any other authorized federal and State agencies, or to any of their
23 duly authorized representatives, the contracts, books, documents and records of
24 Contractor which are necessary to verify the nature and extent of the cost of services
25 hereunder. Furthermore, if Contractor carries out any of the services provided hereunder
26 through any subcontract with a value or cost of TEN THOUSAND DOLLARS (\$10,000) or
27 more over a 12-month period with a related organization (as that term is defined under
28 federal law), Contractor agrees that each such subcontract shall provide for such access
29 to the subcontract, books, documents and records of the subcontractor as provided in
30 Paragraph 10 and in this Paragraph 13.

1 (5) Federal Access to Records: Grant-funded programs require audits
2 and compliance with federal guidelines pursuant to Circular A-133 issued by the Federal
3 Office of Management and Budgets (OMB), If, and to the extent that, Section 1861(v)(1)(I)
4 of the Social Security Act (42 United States Code Section 1395x(v)(1)(I)) is applicable,
5 Contractor agrees that for a period of seven (7) years following the furnishing of services
6 under this Agreement, Contractor shall maintain and make available to the Secretary of
7 the United States Department of Health and Human Services or the Controller General of
8 the United States, or to any of their duly authorized representatives, the contracts, books,
9 documents and records of Contractor which are necessary to verify the nature and extent
10 of the cost of services hereunder. Furthermore, if Contractor carries out any of the
11 services provided hereunder through any subcontract with a value or cost of TEN
12 THOUSAND DOLLARS (\$10,000) or more over a 12-month period with a related
13 organization (as that term is defined under federal law), Contractor agrees that each such
14 subcontract shall provide for such access to the subcontract, books, documents and
15 records of the subcontractor as provided in Paragraph 10 and in this Paragraph 13.

16 14. REPORTS:

17 A. Contractor shall make reports as required by Director or by State regarding
18 Contractor's activities and operations as they relate to Contractor's performance of this
19 Agreement. In no event may County require such reports unless it has provided
20 Contractor with at least 30 calendar days' prior written notification. County shall provide
21 Contractor with a written explanation of the procedures for reporting the required
22 information.

23 B. Income Tax Withholding: Upon Director's request, Contractor shall provide
24 County with certain documents relating to Contractor's income tax returns and employee
25 income tax withholding. These documents shall include, but are not limited to:

26 (1) A copy of Contractor's federal and State quarterly income tax
27 withholding returns (i.e., Federal Form 941 and/or State Form DE-3 or their equivalents).

28 (2) A copy of a receipt for, or other proof of payment of, each employee's
29 federal and State income tax withholding, whether such payments are made on a monthly
30 or quarterly basis.

1 C. County Claims Processing Information System:

2 (1) Contractor shall submit all required data to the County's Claims
3 Processing Information System, as required by Director. Contractor shall report to County
4 all program, patient/client, staff, and other data and information about Contractor's
5 services, within the specified time periods as required by DMH Chief Information Office's
6 Training Manuals, IS Bulletins, and Reports Reference Guide and any other County
7 requirements but in no event, later than 40 calendar days after the close of each fiscal
8 year in which the services were provided.

9 (2) Notwithstanding any other provision of this Agreement, only units of
10 service submitted by Contractor into the County's claims processing information system
11 shall be counted as delivered units of service.

12 (3) Notwithstanding any other provision of this Agreement, the only units
13 of service which shall be considered legitimate and reimbursable at Annual Cost Report
14 adjustment and settlement time or otherwise shall be those units of service as submitted
15 by Contractor into the County's claims processing information system.

16 (4) Contractor shall train its staff in the operation, procedures, policies,
17 and all related use, of the County's claims processing information system as required by
18 County. County shall train Contractor's designated trainer in the operation, procedures,
19 policies, and all related use of the County's information system.

20 15. CONFIDENTIALITY: Contractor shall maintain the confidentiality of all records and
21 information, including, but not limited to, claims, County records, patient/client records and
22 information, and County claims processing information system records, in accordance with
23 WIC Sections 5328 through 5330, inclusive, and all other applicable County, State, and
24 federal laws, ordinances, rules, regulations, manuals, guidelines, and directives, relating to
25 confidentiality and privacy. Contractor shall require all its officers, employees, and agents
26 providing services hereunder to acknowledge, in writing, understanding of, and agreement
27 to fully comply with, all such confidentiality and privacy provisions. Contractor shall
28 indemnify and hold harmless County, its officers, employees, and agents, from and
29 against any and all loss, damage, liability, and expense arising from any disclosure of such
30 records and information by Contractor, its officers, employees, or agents.

1 16. PATIENTS'/CLIENTS' RIGHTS: Contractor shall comply with all applicable
2 patients'/clients' rights provisions, including, but not limited to, WIC Section 5325 et seq.,
3 CCR Title 9, Section 850 et seq., and CCR Title 22. Further, Contractor shall comply with
4 all patients'/clients' rights policies provided by County. County Patients' Rights Advocates
5 shall be given access by Contractor to all patients'/clients, patients'/clients' records, and
6 Contractor's personnel in order to monitor Contractor's compliance with all applicable
7 statutes, regulations, manuals and policies.

8 17. REPORTING OF PATIENT/CLIENT ABUSE AND RELATED PERSONNEL
9 REQUIREMENTS:

10 A. Elders and Dependent Adults Abuse: Contractor, and all persons employed
11 or subcontracted by Contractor, shall comply with WIC Section 15600 et seq. and shall
12 report all known or suspected instances of physical abuse of elders and dependent adults
13 under the care of Contractor either to an appropriate County adult protective services
14 agency or to a local law enforcement agency, as mandated by WIC Sections 15630, and
15 permitted by Sections 15631 and 15632. Contractor and all persons employed or
16 subcontracted by Contractor shall make the report on such abuse, and shall submit all
17 required information, in accordance with WIC Sections 15630, 15633 and 15633.5.

18 B. Minor Children Abuse: Contractor and all persons employed or
19 subcontracted by Contractor, shall comply with California Penal Code Section 11164 et
20 seq. and shall report all known or suspected instances of child abuse to an appropriate
21 child protective agency, as mandated by California Penal Code Sections 11164, 11165.8
22 and 11166. Contractor and all persons employed or subcontracted by Contractor, shall
23 make the report on such abuse, and shall submit all required information, in accordance
24 with California Penal Code Sections 11166 and 11167.

25 C. Contractor Staff:

26 (1) Contractor shall assure that any person who enters into employment
27 as a care custodian of elders, dependent adults or minor children, or who enters into
28 employment as a health or other practitioner, prior to commencing employment, and as a
29 prerequisite to that employment, shall sign on a form provided by Contractor in
30 accordance with the above code sections a statement to the effect that such person has

1 knowledge of, and will comply with, these code sections.

2 (2) Contractor shall assure that clerical and other non-treatment staff who
3 are not legally required to report suspected cases of abuse, consult with mandated
4 reporters upon suspecting any abuse.

5 (3) For the safety and welfare of elders, dependent adults, and minor
6 children, Contractor shall, to the maximum extent permitted by law, ascertain arrest and
7 conviction records for all current and prospective employees and shall not employ or
8 continue to employ any person convicted of any crime involving any harm to elders,
9 dependent adults, or minor children.

10 (4) Contractor shall not employ or continue to employ any person whom
11 Contractor knows, or reasonably suspects, has committed any acts which are inimical to
12 the health, morals, welfare, or safety of elders, dependent adults or minor children, or
13 which otherwise make it inappropriate for such person to be employed by Contractor.

14 18. NONDISCRIMINATION IN SERVICES:

15 A. Contractor shall not discriminate in the provision of services hereunder
16 because of race, religion, national origin, ancestry, gender, age, marital status, sexual
17 orientation and/or physical or mental handicap or medical conditions (except to the extent
18 clinically appropriate), in accordance with requirements of federal and State law. For the
19 purpose of this Paragraph 18, discrimination in the provision of services may include, but
20 is not limited to, the following: denying any person any service or benefit or the availability
21 of a facility; providing any service or benefit to any person which is different or is provided
22 in a different manner or at a different time from that provided to others; subjecting any
23 person to segregation or separate treatment in any matter related to the receipt of any
24 service; restricting any person in any way in the enjoyment of any advantage or privilege
25 enjoyed by others receiving any service or benefit; and treating any person differently from
26 others in determining admission, enrollment, eligibility, membership, or any other
27 requirement or condition which persons must meet in order to be provided any service or
28 benefit. Contractor shall take affirmative steps to ensure that those persons who qualify
29 for services under this Agreement are provided services without regard to ability to pay or
30 source of payment, race, religion, national origin, ancestry, gender, age, marital status,

1 sexual orientation and/or physical or mental handicap, or medical conditions.

2 B. Contractor shall establish and maintain written complaint procedures under
3 which any person applying for or receiving any services under this Agreement may seek
4 resolution from Contractor of a complaint with respect to any alleged discrimination in the
5 rendering of services by Contractor's personnel. Such procedures shall also include a
6 provision whereby any such person, who is dissatisfied with Contractor's resolution of the
7 matter, shall be referred by Contractor to Director for the purpose of presenting his
8 complaint of the alleged discrimination. Such complaint procedures shall also indicate that
9 if such person is not satisfied with County's resolution or decision with respect to the
10 complaint of alleged discrimination, such person may appeal the matter to the State, if
11 appropriate.

12 C. If direct services (e.g., 24-hour services, day services, targeted case
13 management, mental health services, medication support, and crisis intervention) are
14 provided hereunder, Contractor shall have admission policies which are in accordance
15 with CCR Title 9, Sections 526 and 527, and which shall be in writing and available to the
16 public. Contractor shall not employ discriminatory practices in the admission of any
17 person, assignment of accommodations, or otherwise. Any time any person applies for
18 services under this Agreement, such person shall be advised by Contractor of the
19 complaint procedures described in the above paragraph. A copy of such complaint
20 procedures shall be posted by Contractor in each of Contractor's facilities where services
21 are provided under this Agreement in a conspicuous place, available and open to the
22 public.

23 19. NONDISCRIMINATION IN EMPLOYMENT:

24 A. Contractor certifies and agrees that all persons employed by it, its affiliates,
25 subsidiaries, or holding companies are and will be treated equally by it without regard to, or
26 because of, race, color, religion, national origin, ancestry, gender, age, marital status,
27 sexual orientation, condition of physical disability (including HIV and AIDS) or mental
28 disability, medical condition (e.g., cancer), denial of family care leave, or political affiliation,
29 and in compliance with all applicable federal and State anti-discrimination laws and
30 regulations. The applicable regulations of the Fair Employment and Housing Commission

1 implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of
2 Title 2 of the California Code of Regulations, are incorporated into this Agreement by
3 reference and made a part hereof as if set forth in full. Contractor and its subcontractors
4 shall give written notice of their obligations under this clause to labor organizations with
5 which they have a collective bargaining or other agreement.

6 B. Contractor shall take affirmative steps to ensure that qualified applicants are
7 employed, and that employees are treated during employment without regard to race,
8 color, religion, national origin, ancestry, gender, age, marital status, sexual orientation,
9 condition of physical disability (including HIV and AIDS) or mental disability, medical
10 condition (e.g., cancer), denial of family care leave, or political affiliation. Such treatment
11 shall include, but is not limited to, the following actions: employment, promotion,
12 demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of
13 pay or other forms of compensation, selection for training, including apprenticeship, and
14 granting or denying family care leave. Contractor shall not discriminate against or harass,
15 nor shall it permit harassment of, its employees during employment based upon race,
16 color, religion, national origin, ancestry, gender, age, marital status, sexual orientation,
17 condition of physical disability (including HIV and AIDS) or mental disability, medical
18 condition (e.g., cancer), denial of family care leave, or political affiliation in compliance with
19 all applicable federal and State anti-discrimination laws and regulations. Contractor shall
20 insure that the evaluation and treatment of its employees and applicants for employment
21 are free from such discrimination and harassment, and will comply with the provisions of
22 the Fair Employment and Housing Act (Government Code section 12990 et seq.) and the
23 applicable regulations promulgated thereunder (California Code of Regulations, Title 2,
24 Section 7285.0 et seq.).

25 C. Contractor shall deal with its subcontractors, bidders, or vendors without
26 regard to or because of race, color, religion, national origin, ancestry, gender, age, marital
27 status, sexual orientation, condition of physical disability (including HIV and AIDS) or
28 mental disability, medical condition (e.g., cancer), denial of family care leave, or political
29 affiliation. Further, Contractor shall give written notice of its obligations under this
30 Paragraph 19 to labor organizations with which it has a collective bargaining or other

1 agreement.

2 D. Contractor shall allow County representatives access to its employment
3 records during regular business hours to verify compliance with the provisions of this
4 Paragraph 19 when so requested by Director.

5 E. If County finds that any of the above provisions has been violated, the same
6 shall constitute a material breach of this Agreement upon which County may immediately
7 terminate or suspend this Agreement. The County reserves the right to determine
8 independently that the anti-discrimination provisions of this Agreement have been violated.
9 In addition, a determination by the California Fair Employment Practices Commission or
10 the Federal Equal Employment Opportunity Commission that Contractor has violated State
11 or federal anti-discrimination laws or regulations shall constitute a finding by County that
12 Contractor has violated the anti-discrimination provisions of this Agreement.

13 F. In the event that Contractor violates any of the anti-discrimination provisions
14 of this Paragraph 19, County shall be entitled, at its option, to the sum of FIVE HUNDRED
15 DOLLARS (\$500) pursuant to California Civil Code Section 1671 as liquidated damages in
16 lieu of terminating or suspending this Agreement.

17 20. FAIR LABOR STANDARDS: Contractor shall comply with all applicable provisions
18 of the Federal Fair Labor Standards Act, and shall indemnify, defend, and hold harmless
19 County, its officers, employees, and agents, from any and all liability, including, but not
20 limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys'
21 fees arising under any wage and hour law, including, but not limited to, the Federal Fair
22 Labor Standards Act, for services performed by Contractor's employees for which County
23 may be found jointly or solely liable.

24 21. INDEMNIFICATION AND INSURANCE:

25 A. Indemnification: Contractor shall indemnify, defend and hold harmless the
26 County, its Special Districts, elected and appointed officers, employees, and agents from
27 and against any and all liability, including but not limited to demands, claims, actions, fees,
28 costs, and expenses (including attorney and expert witness fees), arising from or
29 connected with the Contractor's acts and/or omissions arising from and/or relating to this
30 Agreement.

1 B. General Provisions for all Insurance Coverage: Without limiting Contractor's
2 indemnification of County, and in the performance of this Agreement and until all of its
3 obligations pursuant to this Agreement have been met, Contractor shall provide and
4 maintain at its own expense insurance coverage satisfying the requirements specified in
5 Subparagraphs B. and C. of this Paragraph 21. These minimum insurance coverage
6 terms, types and limits (the "Required Insurance") also are in addition to and separate
7 from any other contractual obligation imposed upon Contractor pursuant to this
8 Agreement. The County in no way warrants that the Required Insurance is sufficient to
9 protect the Contractor for liabilities which may arise from or relate to this Agreement.

10 1) Evidence of Coverage and Notice to County

11 (a) Certificate(s) of insurance coverage (Certificate) satisfactory to
12 County, and a copy of an Additional Insured endorsement confirming County and its
13 Agents (defined below) has been given Insured status under the Contractor's General
14 Liability policy, shall be delivered to County at the address shown below and provided prior
15 to commencing services under this Agreement.

16 (b) Renewal Certificates shall be provided to County not less than
17 10 days prior to Contractor's policy expiration dates. The County reserves the right to
18 obtain complete, certified copies of any required Contractor and/or Subcontractor
19 insurance policies at any time.

20 (c) Certificates shall identify all Required Insurance coverage
21 types and limits specified herein, reference this Agreement by name or number, and be
22 signed by an authorized representative of the insurer(s). The Insured party named on the
23 Certificate shall match the name of the Contractor identified as the contracting party in this
24 Agreement. Certificates shall provide the full name of each insurer providing coverage, its
25 NAIC (National Association of Insurance Commissioners) identification number, its
26 financial rating, the amounts of any policy deductibles or self-insured retentions exceeding
27 fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

28 (d) Neither the County's failure to obtain, nor the County's receipt
29 of, or failure to object to a non-complying insurance certificate or endorsement, or any
30 other insurance documentation or information provided by the Contractor, its insurance

1 broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required
2 Insurance provisions.

3 Certificates and copies of any required endorsements shall be sent
4 to:

5 **Los Angeles County - Department of Mental Health**
6 **Contracts Development and Administration Division**
7 **550 S. Vermont Ave., 5th Floor**
8 **Los Angeles, CA 90020**

9 Contractor also shall promptly report to County any injury or property damage
10 accident or incident, including any injury to a Contractor employee occurring on County
11 property, and any loss, disappearance, destruction, misuse, or theft of County property,
12 monies or securities entrusted to Contractor. Contractor also shall promptly notify
13 County of any third party claim or suit filed against Contractor or any of its Sub-
14 Contractors which arises from or relates to this Agreement, and could result in the filing
15 of a claim or lawsuit against Contractor and/or County.

16 2) Additional Insured Status and Scope of Coverage

17 The County of Los Angeles, its Special Districts, Elected Officials,
18 Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be
19 provided additional insured status under Contractor's General Liability policy with respect
20 to liability arising out of Contractor's ongoing and completed operations performed on
21 behalf of the County. County and its Agents additional insured status shall apply with
22 respect to liability and defense of suits arising out of the Contractor's acts or omissions,
23 whether such liability is attributable to the Contractor or to the County. The full policy limits
24 and scope of protection also shall apply to the County and its Agents as an additional
25 insured, even if they exceed the County's minimum Required Insurance specifications
26 herein. Use of an automatic additional insured endorsement form is acceptable providing it
27 satisfies the Required Insurance provisions herein.

28 3) Cancellation of Insurance

29 Except in the case of cancellation for non-payment of premium,
30 Contractor's insurance policies shall provide, and Certificates shall specify, that County
31 shall receive not less than thirty (30) days advance written notice by mail of any

1 cancellation of the Required Insurance. Ten (10) days prior notice may be given to County
2 in event of cancellation for non-payment of premium.

3 4) Failure to Maintain Insurance

4 Contractor's failure to maintain or to provide acceptable evidence
5 that it maintains the Required Insurance shall constitute a material breach of the
6 Agreement, upon which County immediately may withhold payments due to Contractor,
7 and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain
8 damages from Contractor resulting from said breach.

9 5) Insurer Financial Ratings

10 Coverage shall be placed with insurers acceptable to the County
11 with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

12 6) Contractor's Insurance Shall Be Primary

13 Contractor's insurance policies, with respect to any claims related to
14 this Agreement, shall be primary with respect to all other sources of coverage available to
15 Contractor. Any County maintained insurance or self-insurance coverage shall be in
16 excess of and not contribute to any Contractor coverage.

17 7) Waivers of Subrogation

18 To the fullest extent permitted by law, the Contractor hereby waives
19 its rights and its insurer(s)' rights of recovery against County under all the Required
20 Insurance for any loss arising from or relating to this Agreement. The Contractor shall
21 require its insurers to execute any waiver of subrogation endorsements which may be
22 necessary to effect such waiver.

23 8) Subcontractor Insurance Coverage Requirements

24 Contractor shall include all Subcontractors as insureds under
25 Contractor's own policies, or shall provide County with each Subcontractor's separate
26 evidence of insurance coverage. Contractor shall be responsible for verifying each
27 Subcontractor complies with the Required Insurance provisions herein, and shall require
28 that each Subcontractor name the County and Contractor as additional insureds on the
29 Subcontractor's General Liability policy. Contractor shall obtain County's prior review and
30 approval of any Subcontractor request for modification of the Required Insurance.

1 9) Deductibles and Self-Insured Retentions (SIRs)

2 Contractor's policies shall not obligate the County to pay any portion
3 of any Contractor deductible or SIR. The County retains the right to require Contractor
4 to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide
5 a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all
6 related claims investigation, administration and defense expenses. Such bond shall be
7 executed by a corporate surety licensed to transact business in the State of California.

8 10) Claims Made Coverage

9 If any part of the Required Insurance is written on a claims made
10 basis, any policy retroactive date shall precede the effective date of this Agreement.
11 Contractor understands and agrees it shall maintain such coverage for a period of not less
12 than three (3) years following Agreement expiration, termination or cancellation.

13 11) Application of Excess Liability Coverage

14 Contractors may use a combination of primary, and excess insurance
15 policies which provide coverage as broad as ("follow form" over) the underlying primary
16 policies, to satisfy the Required Insurance provisions.

17 12) Separation of Insureds

18 All liability policies shall provide cross-liability coverage as would be
19 afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds
20 provision with no insured versus insured exclusions or limitations.

21 13) Alternative Risk Financing Programs

22 The County reserves the right to review, and then approve,
23 Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling
24 arrangements and captive insurance to satisfy the Required Insurance provisions. The
25 County and its Agents shall be designated as an Additional Covered Party under any
26 approved program.

27 14) County Review and Approval of Insurance Requirements

28 The County reserves the right to review and adjust the Required
29 Insurance provisions, conditioned upon County's determination of changes in risk
30 exposures.

1 C. Insurance Coverage

2 1) Commercial General Liability insurance (providing scope of coverage
3 equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional
4 insured, with limits of not less than:

5	General Aggregate:	\$2 million
6	Products/Completed Operations Aggregate:	\$1 million
7	Personal and Advertising Injury:	\$1 million
8	Each Occurrence:	\$1 million

9 2) Automobile Liability insurance (providing scope of coverage
10 equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily
11 injury and property damage, in combined or equivalent split limits, for each single
12 accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant
13 to this Agreement, including owned, leased, hired, and/or non-owned autos, as each
14 may be applicable.

15 3) Workers Compensation and Employers' Liability insurance or
16 qualified self-insurance satisfying statutory requirements, which includes Employers'
17 Liability coverage with limits of not less than \$1 million per accident. If Contractor will
18 provide leased employees, or, is an employee leasing or temporary staffing firm or a
19 professional employer organization (PEO), coverage also shall include an Alternate
20 Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00
21 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall
22 be modified to provide that County will receive not less than thirty (30) days advance
23 written notice of cancellation of this coverage provision. If applicable to Contractor's
24 operations, coverage also shall be arranged to satisfy the requirements of any federal
25 workers or workmen's compensation law or any federal occupational disease law.

26 4) Unique Insurance Coverage

27 (a) Sexual Misconduct Liability

28 Insurance covering actual or alleged claims for sexual
29 misconduct and/or molestation with limits of not less than \$2 million per claim and \$2
30 million aggregate, and claims for negligent employment, investigation, supervision, training

1 or retention of, or failure to report to proper authorities, a person(s) who committed any act
2 of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

3 (b) Professional Liability/Errors and Omissions

4 Insurance covering Contractor's liability arising from or related
5 to this Contract, with limits of not less than \$1 million per claim and \$3 million aggregate.
6 Further, Contractor understands and agrees it shall maintain such coverage for a period of
7 not less than three (3) years following this Agreement's expiration, termination or
8 cancellation.

9 (c) Property Coverage

10 Contractors given exclusive use of County owned or leased
11 property shall carry property coverage at least as broad as that provided by the ISO
12 special causes of loss (ISO policy form CP 10 30) form. The County and its Agents shall
13 be named as an Additional Insured and Loss Payee on Contractor's insurance as its
14 interests may appear. Automobiles and mobile equipment shall be insured for their actual
15 cash value. Real property and all other personal property shall be insured for their full
16 replacement value.

17 22. WARRANTY AGAINST CONTINGENT FEES: Contractor warrants that no person
18 or selling agency has been employed or retained to solicit or secure this Agreement upon
19 any agreement or understanding for any commission, percentage, brokerage, or
20 contingent fee, excepting bona fide employees or bona fide established commercial or
21 selling agencies maintained by Contractor for the purpose of securing business. For
22 Contractor's breach or violation of this warranty, County may, in its sole discretion, deduct
23 from the Agreement price or consideration, or otherwise recover, the full amount of such
24 commission, percentage, brokerage, or contingent fee.

25 23. CONFLICT OF INTEREST:

26 A. No County employee whose position in County enables such employee to
27 influence the award or administration of this Agreement or any competing agreement, and
28 no spouse or economic dependent of such employee, shall be employed in any capacity
29 by Contractor or have any direct or indirect financial interest in this Agreement. No officer
30 or employee of Contractor who may financially benefit from the provision of services

1 hereunder shall in any way participate in County's approval, or ongoing evaluation, of such
2 services, or in any way attempt to unlawfully influence County's approval or ongoing
3 evaluation of such services.

4 B. Contractor shall comply with all conflict of interest laws, ordinances and
5 regulations now in effect or enacted during the term of this Agreement. Contractor
6 warrants that it is not now aware of any facts which create a conflict of interest. If
7 Contractor hereafter becomes aware of any facts which might reasonably be expected to
8 create a conflict of interest, it shall immediately make full written disclosure of such facts to
9 County. Full written disclosure shall include, without limitation, identification of all persons
10 implicated and complete description of all relevant circumstances.

11 24. UNLAWFUL SOLICITATION: Contractor shall require all of its employees to
12 acknowledge, in writing, understanding of and agreement to comply with the provisions of
13 Article 9 of Chapter 4 of Division 3 (commencing with Section 6150) of California Business
14 and Professions Code (i.e., State Bar Act provisions regarding unlawful solicitation as a
15 runner or capper for attorneys) and shall take positive and affirmative steps in its
16 performance hereunder to insure that there is no violation of such provisions by its
17 employees. Contractor shall utilize the attorney referral services of all those bar
18 associations within the County of Los Angeles that have such a service.

19 25. INDEPENDENT STATUS OF CONTRACTOR:

20 A. This Agreement is by and between County and Contractor and is not
21 intended, and shall not be construed, to create the relationship of agent, servant,
22 employee, partnership, joint venture, or association, as between County and Contractor.
23 The employees and agents of one party shall not be, or be construed to be, the
24 employees or agents of the other party for any purpose whatsoever.

25 B. Contractor shall be solely liable and responsible for providing to, or on behalf
26 of, all persons performing work pursuant to this Agreement all compensation and benefits.
27 County shall have no liability or responsibility for the payment of any salaries, wages,
28 unemployment benefits, disability benefits, federal, State, or local taxes, or other
29 compensation, benefits, or taxes for any personnel provided by or on behalf of Contractor.

30 C. Contractor understands and agrees that all persons performing services

1 pursuant to this Agreement are, for purposes of workers' compensation liability, the sole
2 employees of Contractor and not employees of County. Contractor shall be solely liable
3 and responsible for furnishing any and all workers' compensation benefits to any person
4 as a result of any injuries arising from or connected with any services performed by or on
5 behalf of Contractor pursuant to this Agreement.

6 D. Contractor shall obtain and maintain on file an executed Contractor
7 Employee Acknowledgment of Employer, in the form as contained in Contractor's
8 Negotiation Package for this Agreement, for each of its employees performing services
9 under this Agreement. Such Acknowledgments shall be executed by each such employee
10 on or immediately after the commencement date of this Agreement but in no event later
11 than the date such employee first performs services under this Agreement.

12 26. CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR
13 LAYOFF OR FORMER COUNTY EMPLOYEES ON A REEMPLOYMENT LIST: Should
14 Contractor require additional or replacement personnel after the effective date of this
15 Agreement to perform the services set forth herein, Contractor shall give first consideration
16 for such employment openings to qualified permanent County employees who are
17 targeted for layoff or qualified former County employees who are on a reemployment list
18 during the term of this Agreement.

19 27. CONSIDERATION OF GREATER AVENUES FOR INDEPENDENCE (GAIN) OR
20 GENERAL RELIEF OPPORTUNITIES FOR WORK (GROW) PARTICIPANTS FOR
21 EMPLOYMENT: Should contractor require additional or replacement personnel after the
22 effective date of this agreement, contractor shall give consideration for any such
23 employment openings to participants in the County's Department of Public Social Services'
24 Greater Avenues for Independence (GAIN) Program or General Relief Opportunities for
25 Work (GROW) Program who meet contractor's minimum qualifications for the open
26 position. If contractor decides to pursue consideration of GAIN/GROW participants for
27 hiring, Contractor shall provide information regarding job openings and job requirements to
28 Department of Public Social Services' GAIN/GROW staff at
29 GAINGROW@dpss.lacounty.gov. County will refer GAIN/GROW participants, by job
30 category, to contractor.

1 Note: In the event that both laid-off County employees and GAIN/GROW participants are
2 available for hiring, County employees shall be given first priority.

3 28. DELEGATION AND ASSIGNMENT BY CONTRACTOR:

4 A. Contractor shall not assign its rights or delegate its duties under this
5 Agreement, or both, whether in whole or in part, without the prior written consent of
6 County, in its discretion, and any attempted assignment or delegation without such
7 consent shall be null and void. For purposes of this paragraph, County consent shall
8 require a written amendment to this Agreement, which is formally approved and executed
9 by the parties. Any payments by County to any approved delegate or assignee on any
10 claim under this Agreement shall be deductible, at County's sole discretion, against the
11 claims which Contractor may have against County.

12 B. Shareholders, partners, members, or other equity holders of Contractor may
13 transfer, sell, exchange, assign, or divest themselves of any interest they may have in
14 Contractor. However, in the event any such sale, transfer, exchange, assignment, or
15 divestment is effected in such a way as to give majority control of Contractor to any
16 person(s), corporation, partnership, or entity other than the majority controlling interest
17 therein at the time of execution of this Agreement, such disposition shall be deemed an
18 assignment requiring the prior written consent of County in accordance with applicable
19 provisions of this Agreement.

20 C. Any assumption, assignment, delegation, or takeover of any of the
21 Contractor's duties, responsibilities, obligations, or performance of same by any entity
22 other than the Contractor, whether through assignment, subcontract, delegation, merger,
23 buyout, or any other mechanism, with or without consideration for any reason whatsoever
24 without County's express prior written approval, shall be a material breach of this
25 Agreement which may result in the termination of this Agreement. In the event of such
26 termination, County shall be entitled to pursue the same remedies against Contractor as it
27 could pursue in the event of default by Contractor.

28 29. SUBCONTRACTING:

29 A. No performance of this Agreement, or any portion thereof, shall be
30 subcontracted by Contractor without the prior written consent of County as provided in this

1 Paragraph 29. Any attempt by Contractor to subcontract any performance, obligation, or
2 responsibility under this Agreement, without the prior written consent of County, shall be
3 null and void and shall constitute a material breach of this Agreement. Notwithstanding
4 any other provision of this Agreement, in the event of any such breach by Contractor, this
5 Agreement may be terminated forthwith by County. Notwithstanding any other provision of
6 this Agreement, the parties do not in any way intend that any person or entity shall acquire
7 any rights as a third party beneficiary of this Agreement.

8 B. If Contractor desires to subcontract any portion of its performance,
9 obligations, or responsibilities under this Agreement, Contractor shall make a written
10 request to County for written approval to enter into the particular subcontract. Contractor's
11 request to County shall include:

12 (1) The reasons for the particular subcontract.

13 (2) A detailed description of the services to be provided by the
14 subcontract.

15 (3) Identification of the proposed subcontractor and an explanation of
16 why and how the proposed subcontractor was selected, including the degree of
17 competition involved.

18 (4) A description of the proposed subcontract amount and manner of
19 compensation, together with Contractor's cost or price analysis thereof.

20 (5) A copy of the proposed subcontract which shall contain the following
21 provision:

22 "This contract is a subcontract under the terms of the prime contract with the
23 County of Los Angeles and shall be subject to all of the provisions of such
24 prime contract."

25 (6) A copy of the proposed subcontract, if in excess of \$10,000 and
26 utilizes public funds, shall also contain the following provision:

27 "The contracting parties shall be subject to the examination and audit of the
28 State Auditor, pursuant to the California Government Code, Section
29 8546.7 for a period of seven (7) years from the end of the Fiscal Year in
30 which such services were provided or until final resolution of any audits,

1 whichever occurs later."

2 Further, the Contractor will also be subject to the examination and
3 audit of the State Auditor, pursuant to the Government Code, Section 8546.7, for a period
4 of seven (7) years from the end of the Fiscal Year in which such services were provided or
5 until final resolution of any audits, which ever occurs later.

6 (7) Any other information and/or certifications requested by County.

7 C. County shall review Contractor's request to subcontract and shall determine,
8 in its sole discretion, whether or not to consent to such request on a case-by-case basis.

9 D. Contractor shall indemnify and hold harmless County, its officers,
10 employees, and agents, from and against any and all liability, damages, costs, and
11 expenses, including, but not limited to, defense costs and legal fees, arising from or
12 related to Contractor's use of any subcontractor, including any officers, employees, or
13 agents of any subcontractor, in the same manner as required for Contractor, its officers,
14 employees, and agents, under this Agreement.

15 E. Notwithstanding any County consent to any subcontracting, Contractor shall
16 remain fully liable and responsible for any and all performance required of it under this
17 Agreement, and no subcontract shall bind or purport to bind County. Further, County
18 approval of any subcontract shall not be construed to limit in any way Contractor's
19 performance, obligations, or responsibilities, to County, nor shall such approval limit in any
20 way any of County's rights or remedies contained in this Agreement. Additionally, County
21 approval of any subcontract shall not be construed in any way to constitute the
22 determination of the allowability or appropriateness of any cost or payment under this
23 Agreement.

24 F. In the event that County consents to any subcontracting, such consent shall
25 be subject to County's right to give prior and continuing approval of any and all
26 subcontractor personnel providing services under such subcontract. Contractor shall
27 assure that any subcontractor personnel not approved by County shall be immediately
28 removed from the provision of any services under the particular subcontract or that other
29 action is taken as requested by County. County shall not be liable or responsible in any
30 way to Contractor, to any subcontractor, or to any officers, employees, or agents of

1 Contractor or any subcontractor, for any liability, damages, costs or expenses arising from
2 or related to County's exercise of such right.

3 G. In the event that County consents to any subcontracting, such consent shall
4 be subject to County's right to terminate, in whole or in part, any subcontract at any time
5 upon written notice to Contractor when such action is deemed by County to be in its best
6 interest. County shall not be liable or responsible in any way to Contractor, to any
7 subcontractor, or to any officers, employees, or agents of Contractor or any subcontractor,
8 for any liability, damages, costs, or expenses arising from or related to County's exercise
9 of such right.

10 H. In the event that County consents to any subcontracting, each and all of the
11 provisions of this Agreement and any amendment thereto shall extend to, be binding
12 upon, and inure to the benefit of, the successors or administrators of the respective
13 parties.

14 I. In the event that County consents to any subcontracting, such consent shall
15 apply to each particular subcontract only and shall not be, or be construed to be, a waiver
16 of this Paragraph 29 or a blanket consent to any further subcontracting.

17 J. In the event that County consents to any subcontracting, Contractor shall be
18 solely liable and responsible for any and all payments and/or other compensation to all
19 subcontractors and their officers, employees, and agents. County shall have no liability or
20 responsibility whatsoever for any payment and/or other compensation for any
21 subcontractors or their officers, employees, and agents.

22 K. Contractor shall deliver to the Chief of DMH's Contracts Development and
23 Administration Division a fully executed copy of each subcontract entered into by
24 Contractor pursuant to this Paragraph 29, on or immediately after the effective date of the
25 subcontract but in no event later than the date any services are performed under the
26 subcontract.

27 L. In the event that County consents to any subcontracting, Contractor shall
28 obtain and maintain on file an executed Subcontractor Employee Acknowledgment of
29 Employer, in the form as contained in Contractor's Negotiation Package for the
30 Agreement, for each of the subcontractor's employees performing services under the

1 subcontract. Such Acknowledgments shall be obtained and maintained on file and made
2 available upon request on or immediately after the commencement date of the particular
3 subcontract but in no event later than the date such employee first performs any services
4 under the subcontract.

5 M. County shall have no liability or responsibility whatsoever for any payment or
6 other compensation for any subcontractor or its officers, employees, and agents.

7 N. Director or his designee is hereby authorized to act for and on behalf of
8 County pursuant to this Paragraph 29, including, but not limited to, consenting to any
9 subcontracting.

10 30. GOVERNING LAW, JURISDICTION AND VENUE: This Agreement shall be
11 governed by, and construed in accordance with, the laws of the State of California.
12 Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of
13 California for all purposes regarding this Agreement and further agrees and consents that
14 venue of any action brought hereunder shall be exclusively in the County of Los Angeles,
15 California. Further, this Agreement shall be governed by, and construed in accordance
16 with, all laws, regulations, and contractual obligations of County under its agreement with
17 the State.

18 31. COMPLIANCE WITH APPLICABLE LAW:

19 A. Contractor shall comply with all federal laws, including, but not limited to,
20 Title XIX of the Social Security Act, State, and local laws, ordinances, rules, regulations,
21 manuals, guidelines, Americans with Disabilities Act (ADA) standards, and directives
22 applicable to its performance hereunder. Further, all provisions required thereby to be
23 included in this Agreement are hereby incorporated herein by reference.

24 B. Contractor shall indemnify and hold harmless County from and against any
25 and all liability, damages, costs or expenses, including, but not limited to, defense costs
26 and attorneys' fees, arising from or related to any violation on the part of Contractor, its
27 officers, employees, or agents, of any such federal, State or local laws, ordinances, rules,
28 regulations, manuals, guidelines, ADA standards, or directives.

29 C. Contractor shall maintain in effect an active compliance program in
30 accordance with the recommendations set forth by the Department of Health and Human

1 Services, Office of the Inspector General.

2 D. Duty to Notify: Contractor agrees to notify County of any and all legal
3 complaints, citations, enforcement proceedings, administrative proceedings, judgments or
4 litigation, known to Contractor, whether civil or criminal initiated against Contractor, its
5 officers, employees, or agents which are likely to have a material effect on the
6 organization's stewardship, financial position and/or ability to perform and deliver services
7 under this contract.

8 32. THIRD PARTY BENEFICIARIES: Notwithstanding any other provision of this
9 Agreement, the parties do not in any way intend that any person or entity shall acquire any
10 rights as a third party beneficiary of this Agreement.

11 33. LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND
12 CERTIFICATES:

13 A. Contractor shall obtain and maintain in effect during the term of this
14 Agreement, all licenses, permits, registrations, accreditations, and certificates (including,
15 but not limited to, certification as a Short-Doyle/Medi-Cal provider if Title XIX
16 Short-Doyle/Medi-Cal services are provided hereunder), as required by all federal, State,
17 and local laws, ordinances, rules, regulations, manuals, guidelines, and directives, which
18 are applicable to Contractor's facility(ies) and services under this Agreement. Contractor
19 shall further ensure that all of its officers, employees, and agents, who perform services
20 hereunder, shall obtain and maintain in effect during the term of this Agreement all
21 licenses, permits, registrations, accreditations, and certificates which are applicable to their
22 performance hereunder. A copy of each such license, permit, registration, accreditation,
23 and certificate (including, but not limited to, certification as a Short-Doyle/Medi-Cal provider
24 if Title XIX Short-Doyle/Medi-Cal services are provided hereunder) as required by all
25 applicable federal, State, and local laws, ordinances, rules, regulations, manuals,
26 guidelines and directives shall be provided, in duplicate, to DMH's Contracts Development
27 and Administration Division.

28 B. If Contractor is a participant in the Short-Doyle/Medi-Cal program, Contractor
29 shall keep fully informed of all current Short-Doyle/Medi-Cal Policy Letters, including, but
30 not limited to, procedures for maintaining Medi-Cal certification of all its facilities.

1 34. CHILD SUPPORT COMPLIANCE PROGRAM:

2 A. Contractor's Warranty of Adherence to County's Child Support Compliance
3 Program: Contractor acknowledges that County has established a goal of ensuring that all
4 individuals who benefit financially from County through contract are in compliance with
5 their court-ordered child, family, and spousal support obligations in order to mitigate the
6 economic burden otherwise imposed upon County and its taxpayers.

7 As required by County's Child Support Compliance Program (County Code
8 Chapter 2.200) and without limiting Contractor's duty under this Agreement to comply with
9 all applicable provisions of law, Contractor warrants that it is now in compliance and shall
10 during the term of this Agreement maintain in compliance with employment and wage
11 reporting requirements as required by the Federal Social Security Act (42 United States
12 Code (USC) Section 653a) and California Unemployment Insurance Code Section 1088.5,
13 and shall implement all lawfully served Wage and Earnings Withholdings Orders or Child
14 Support Services Department Notices of Wage and Earnings Assignment for Child,
15 Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and
16 Family Code Section 5246(b).

17 B. Termination for Breach of Warranty to Maintain Compliance with County's
18 Child Support Compliance Program: Failure of Contractor to maintain compliance with the
19 requirements set forth in Subparagraph A (Contractor's Warranty of Adherence to
20 County's Child Support Compliance Program) shall constitute default under this
21 Agreement. Without limiting the rights and remedies available to County under any other
22 provision of this Agreement, failure of Contractor to cure such default within 90 calendar
23 days of written notice shall be grounds upon which County may terminate this Agreement
24 pursuant to Paragraph 36 (TERMINATION FOR DEFAULT) and pursue debarment of
25 Contractor, pursuant to County Code Chapter 2.202.

26 35. TERMINATION FOR INSOLVENCY:

27 A. County may terminate this Agreement immediately in the event of the
28 occurrence of any of the following:

29 (1) Insolvency of Contractor. Contractor shall be deemed to be insolvent
30 if it has ceased to pay its debts for at least 60 days in the ordinary course of business or

1 cannot pay its debts as they become due, whether or not a petition has been filed under
2 the Federal Bankruptcy Code and whether or not Contractor is insolvent within the
3 meaning of the Federal Bankruptcy Code.

4 (2) The filing of a voluntary or involuntary petition regarding Contractor
5 under the Federal Bankruptcy Code.

6 (3) The appointment of a Receiver or Trustee for Contractor.

7 (4) The execution by Contractor of a general assignment for the benefit
8 of creditors.

9 B. The rights and remedies of County provided in this Paragraph 35 shall not
10 be exclusive and are in addition to any other rights and remedies provided by law or under
11 this Agreement.

12 36. TERMINATION FOR DEFAULT:

13 A. County may, by written notice of default to Contractor, terminate this
14 Agreement immediately in any one of the following circumstances:

15 (1) If, as determined in the sole judgment of County, Contractor fails to
16 perform any services within the times specified in this Agreement or any extension thereof
17 as County may authorize in writing; or

18 (2) If, as determined in the sole judgment of County, Contractor fails to
19 perform and/or comply with any of the other provisions of this Agreement or so fails to
20 make progress as to endanger performance of this Agreement in accordance with its
21 terms, and in either of these two circumstances, does not cure such failure within a period
22 of five days (or such longer period as County may authorize in writing) after receipt of
23 notice from County specifying such failure.

24 B. In the event that County terminates this Agreement as provided in
25 Subparagraph A, County may procure, upon such terms and in such manner as County
26 may deem appropriate, services similar to those so terminated, and Contractor shall be
27 liable to County for any reasonable excess costs incurred by County, as determined by
28 County, for such similar services.

29 C. The rights and remedies of County provided in this Paragraph 36 shall not
30 be exclusive and are in addition to any other rights and remedies provided by law or under

1 this Agreement.

2 37. TERMINATION FOR IMPROPER CONSIDERATION: County may, by written
3 notice to Contractor, immediately terminate the right of Contractor to proceed under this
4 Agreement if it is found that consideration, in any form, was offered or given by Contractor,
5 either directly or through an intermediary, to any County officer, employee or agent with
6 the intent of securing the Agreement or securing favorable treatment with respect to the
7 award, amendment or extension of the Agreement or the making of any determinations
8 with respect to the Contractor's performance pursuant to the Agreement. In the event of
9 such termination, County shall be entitled to pursue the same remedies against Contractor
10 as it could pursue in the event of default by the Contractor.

11 Contractor shall immediately report any attempt by a County officer or employee to
12 solicit such improper consideration. The report shall be made either to the County
13 manager charged with the supervision of the employee or to the County Auditor-
14 Controller's Employee Fraud Hotline at (800) 544-6861.

15 Among other items, such improper consideration may take the form of cash,
16 discounts, service, the provision of travel or entertainment, or tangible gifts.

17 38. SEVERABILITY: If any provision of this Agreement or the application thereof to
18 any person or circumstance is held invalid, the remainder of this Agreement and the
19 application of such provision to other persons or circumstances shall not be affected
20 thereby.

21 39. CAPTIONS AND PARAGRAPH HEADINGS: Captions and paragraph headings
22 used in this Agreement are for convenience only and are not a part of this Agreement and
23 shall not be used in construing this Agreement.

24 40. ALTERATION OF TERMS: No addition to, or alteration of, the terms of the body of
25 this Agreement, or the Financial Summary or Service Exhibit(s) hereto, whether by written
26 or oral understanding of the parties, their officers, employees or agents, shall be valid and
27 effective unless made in the form of a written amendment to this Agreement which is
28 formally approved and executed by the parties in the same manner as this Agreement.

29 41. ENTIRE AGREEMENT: The body of this Agreement, all attachments, Financial
30 Exhibit A (Financial Provisions), Financial Summary(ies), Fiscal Years _____

1 _____ Service Delivery Site Exhibit, and Service Exhibit(s) _____
2 _____, attached hereto and incorporated herein by
3 reference, and Contractor's Negotiation Package for this Agreement, as approved in
4 writing by Director, including any addenda thereto as approved in writing by Director, which
5 are hereby incorporated herein by reference but not attached, shall constitute the
6 complete and exclusive statement of understanding between the parties which
7 supersedes all previous agreements, written or oral, and all other communications
8 between the parties relating to the subject matter of this Agreement. In the event of any
9 conflict or inconsistency in the definition or interpretation of any word, responsibility, or
10 schedule, or the contents or description of any service or other work, or otherwise,
11 between the body of this Agreement and the other referenced documents, or between
12 such other documents, such conflict or inconsistency shall be resolved by giving
13 precedence first to the body of this Agreement and its definitions and then to such other
14 documents according to the following priority:

- 15 A. Financial Exhibit A (Financial Provisions)
- 16 B. Financial Summary(ies)
- 17 C. Service Delivery Site Exhibit
- 18 D. Service Exhibit(s)
- 19 E. Contractor's Negotiation Package.

20 42. WAIVER: No waiver by County of any breach of any provision of this Agreement
21 shall constitute a waiver of any other breach of such provision. Failure of County to
22 enforce at any time, or from time to time, any provision of this Agreement shall not be
23 construed as a waiver thereof. The rights and remedies set forth in this Paragraph 42
24 shall not be exclusive and are in addition to any other rights and remedies provided by law
25 or under this Agreement.

26 43. EMPLOYMENT ELIGIBILITY VERIFICATION: Contractor warrants that it fully
27 complies with all federal statutes and regulations regarding employment of aliens and
28 others and that all its employees performing services hereunder meet the citizenship or
29 alien status requirements set forth in federal statutes and regulations. Contractor shall
30 obtain, from all covered employees performing services hereunder, all verification and

1 other documentation of employment eligibility status required by federal statutes and
2 regulations as they currently exist and as they may be hereafter amended. Contractor
3 shall retain all such documentation for the period prescribed by law. Contractor shall
4 indemnify, defend, and hold harmless County, its officers and employees from and against
5 any employer sanctions and any other liability which may be assessed against Contractor
6 or County in connection with any alleged violation of any federal statutes or regulations
7 pertaining to the eligibility for employment of persons performing services under this
8 Agreement.

9 44. PUBLIC ANNOUNCEMENTS AND LITERATURE: In public announcements and
10 literature distributed by Contractor for the purpose of apprising patients/clients and the
11 general public of the nature of its treatment services, Contractor shall clearly indicate that
12 the services which it provides under this Agreement are funded by the County of Los
13 Angeles.

14 45. PURCHASES:

15 A. Purchase Practices: Contractor shall fully comply with all federal, State and
16 County laws, ordinances, rules, regulations, manuals, guidelines, and directives, in
17 acquiring all furniture, fixtures, equipment, materials, and supplies. Such items shall be
18 acquired at the lowest possible price or cost if funding is provided for such purposes
19 hereunder.

20 B. Proprietary Interest of County: In accordance with all applicable federal,
21 State and County laws, ordinances, rules, regulations, manuals, guidelines and directives,
22 County shall retain all proprietary interest, except the use during the term of this
23 Agreement, in all furniture, fixtures, equipment, materials, and supplies, purchased or
24 obtained by Contractor using any County funds. Upon the expiration or termination of this
25 Agreement, the discontinuance of the business of Contractor, the failure of Contractor to
26 comply with any of the provisions of this Agreement, the bankruptcy of Contractor or its
27 giving an assignment for the benefit of creditors, or the failure of Contractor to satisfy any
28 judgment against it within 30 calendar days of filing, County shall have the right to take
29 immediate possession of all such furniture, removable fixtures, equipment, materials, and
30 supplies, without any claim for reimbursement whatsoever on the part of Contractor.

1 County, in conjunction with Contractor, shall attach identifying labels on all such property
2 indicating the proprietary interest of County.

3 C. Inventory Records, Controls and Reports: Contractor shall maintain
4 accurate and complete inventory records and controls for all furniture, fixtures, equipment,
5 materials, and supplies, purchased or obtained using any County funds. Within 90
6 calendar days following the execution of this Agreement, Contractor shall provide Director
7 with an accurate and complete inventory report of all furniture, fixtures, equipment,
8 materials, and supplies, purchased or obtained using any County funds. The inventory
9 report shall be prepared by Contractor on a form or forms designated by Director, certified
10 and signed by an authorized officer of Contractor, and one copy thereof shall be delivered
11 to County within 30 calendar days of any change in the inventory. Within five business
12 days after the expiration or termination of the Agreement, Contractor shall submit to
13 County six copies of the same inventory report updated to the expiration or termination
14 date of the Agreement, certified and signed by an authorized officer of Contractor, based
15 on a physical count of all items of furniture, fixtures, equipment, materials, and supplies, as
16 of such expiration or termination date.

17 D. Protection of Property in Contractor's Custody: Contractor shall maintain
18 vigilance and take all reasonable precautions, to protect all furniture, fixtures, equipment,
19 materials, and supplies, purchased or obtained using any County funds, against any
20 damage or loss by fire, burglary, theft, disappearance, vandalism or misuse. In the event
21 of any burglary, theft, disappearance, or vandalism of any item of furniture, fixtures,
22 equipment, materials, and supplies, Contractor shall immediately notify the police and
23 make a written report thereof, including a report of the results of any investigation which
24 may be made. In the event of any damage or loss of any item of furniture, fixtures,
25 equipment, materials, and supplies, from any cause, Contractor shall immediately send
26 Director a detailed, written report. Contractor shall contact DMH's Administrative Services
27 Division for instructions for disposition of any such property which is worn out or unusable.

28 E. Disposition of Property in Contractor's Custody: Upon the termination of the
29 funding of any program covered by this Agreement, or upon the expiration or termination
30 of this Agreement, or at any other time that County may request, Contractor shall:

1 (1) provide access to and render all necessary assistance for physical removal by County
2 or its authorized representatives of any or all furniture, fixtures, equipment, materials, and
3 supplies, purchased or obtained using any County funds, in the same condition as such
4 property was received by Contractor, reasonable wear and tear excepted, or (2) at
5 Director's option, deliver any or all items of such property to a location designated by
6 Director. Any disposition, settlement or adjustment connected with such property shall be
7 in accordance with all applicable federal, State and County laws, ordinances, rules,
8 regulations, manuals, guidelines and directives.

9 46. AUTHORIZATION WARRANTY: Contractor represents and warrants that the
10 person executing this Agreement for Contractor is an authorized agent who has actual
11 authority to bind Contractor to each and every term, condition, and obligation of this
12 Agreement and that all requirements of Contractor have been fulfilled to provide such
13 actual authority.

14 47. RESTRICTIONS ON LOBBYING: If any federal funds are to be used to pay for any
15 of Contractor's services under this Agreement, Contractor shall fully comply with all
16 certification and disclosure requirements prescribed by Section 319 of Public Law 101-121
17 (31 United States Code Section 1352) and any implementing regulations, and shall ensure
18 that each of its subcontractors receiving funds under this Agreement also fully complies
19 with all such certification and disclosure requirements.

20 48. CERTIFICATION OF DRUG-FREE WORK PLACE: Contractor certifies and
21 agrees that Contractor and its employees shall comply with DMH's policy of maintaining a
22 drug-free work place. Contractor and its employees shall not manufacture, distribute,
23 dispense, possess, or use any controlled substances as defined in 21 United States Code
24 Section 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines,
25 at any of Contractor's facilities or work sites or County's facilities or work sites. If
26 Contractor or any of its employees is convicted of or pleads nolo contendere to any
27 criminal drug statute violation occurring at any such facility or work site, then Contractor,
28 within five (5) days thereafter, shall notify Director in writing.

29 49. COUNTY LOBBYISTS: Contractor and each County lobbyist or County lobbying
30 firm as defined in Los Angeles County Code Section 2.160.010, retained by Contractor,

1 shall fully comply with County's Lobbyist Ordinance, Los Angeles County Code Chapter
2 2.160. Failure on the part of Contractor or any County lobbyist or County lobbying firm
3 retained by Contractor to fully comply with County's Lobbyist Ordinance shall constitute a
4 material breach of this Agreement upon which County may immediately terminate or
5 suspend this Agreement.

6 50. MAINTENANCE STANDARDS FOR SERVICE DELIVERY SITES: Contractor
7 shall assure that all locations where services are provided under this Agreement are
8 operated at all times in accordance with all County community standards with regard to
9 property maintenance and repair, graffiti abatement, refuse removal, fire safety,
10 landscaping, and in full compliance with all applicable local laws, ordinances, and
11 regulations relating to the property. County's periodic monitoring visits to Contractor's
12 facility(ies) shall include a review of compliance with this Paragraph 50.

13 51. NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME
14 CREDIT: Contractor shall notify its employees, and shall require each subcontractor to
15 notify its employees, that they may be eligible for the Federal Earned Income Credit under
16 the federal income tax laws. Such notice shall be provided in accordance with the
17 requirements set forth in Internal Revenue Service Notice 1015.

18 52. USE OF RECYCLED-CONTENT PAPER PRODUCTS: Consistent with the Board
19 of Supervisors' policy to reduce the amount of solid waste deposited at the County
20 landfills, the Contractor agrees to use recycled-content paper to the maximum extent
21 possible on the Project.

22 53. CONTRACTOR RESPONSIBILITY AND DEBARMENT: The following
23 requirements set forth in the County's Non-Responsibility and Debarment Ordinance (Title
24 2, Chapter 2.202 of the County Code) are effective for this Agreement, except to the
25 extent applicable State and/or federal laws are inconsistent with the terms of the
26 Ordinance.

27 A. A responsible Contractor is a Contractor who has demonstrated the attribute
28 of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily
29 perform the contract. It is the County's policy to conduct business only with responsible
30 contractors.

1 B. The Contractor is hereby notified that, in accordance with Chapter 2.202 of
2 the County Code, if the County acquires information concerning the performance of the
3 Contractor on this or other Agreements which indicates that the Contractor is not
4 responsible, the County may, in addition to other remedies provided in the Agreement,
5 debar the Contractor from bidding or proposing on, or being awarded, and/or performing
6 work on County Agreements for a specified period of time, which generally will not exceed
7 five years but may exceed five years or be permanent if warranted by the circumstances,
8 and terminate any or all existing Agreements the Contractor may have with the County.

9 C. The County may debar a Contractor if the Board of Supervisors finds, in its
10 discretion, that the Contractor has done any of the following: (1) violated a term of an
11 Agreement with the County or a nonprofit corporation created by the County;
12 (2) committed an act or omission which negatively reflects on the Contractor's quality,
13 fitness or capacity to perform a contract with the County, any other public entity, or a
14 nonprofit corporation created by the County, or engaged in a pattern or practice which
15 negatively reflects on same; (3) committed an act or offense which indicates a lack of
16 business integrity or business honesty, or (4) made or submitted a false claim against the
17 County or any other public entity.

18 D. If there is evidence that the Contractor may be subject to debarment, the
19 Department will notify the Contractor in writing of the evidence which is the basis for the
20 proposed debarment and will advise the Contractor of the scheduled date for a debarment
21 hearing before the Contractor Hearing Board.

22 E. The Contractor Hearing Board will conduct a hearing where evidence on the
23 proposed debarment is presented. The Contractor and/or the Contractor's representative
24 shall be given an opportunity to submit evidence at that hearing. After the hearing, the
25 Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain
26 a recommendation regarding whether the contractor should be debarred, and, if so, the
27 appropriate length of time of the debarment. The Contractor and the Department shall be
28 provided an opportunity to object to the tentative proposed decision prior to its
29 presentation to the Board of Supervisors.

30 F. After consideration of any objections, or if no objections are submitted, a

1 record of the hearing, the proposed decision and any other recommendation of the
2 Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of
3 Supervisors shall have the right to modify, deny or adopt the proposed decision and
4 recommendation of the Hearing Board.

5 G If a Contractor has been debarred for a period longer than five (5) years, that
6 Contractor may, after the debarment has been in effect for at least five (5) years, submit a
7 written request for review of the debarment determination to reduce the period of
8 debarment or terminate the debarment. The County may, in its discretion, reduce the
9 period of debarment or terminate the debarment if it finds that the Contractor has
10 adequately demonstrated one or more of the following: (1) elimination of the grounds for
11 which the debarment was imposed; (2) a bona fide change in ownership or management;
12 (3) material evidence discovered after debarment was imposed; or (4) any other reason
13 that is in the best interests of the County.

14 H. The Contractor Hearing Board will consider a request for review of a
15 debarment determination only where (1) the Contractor has been debarred for a period
16 longer than five (5) years; (2) the debarment has been in effect for at least five (5) years;
17 and (3) the request is in writing, states one or more of the grounds for reduction of the
18 debarment period or termination of the debarment, and includes supporting
19 documentation. Upon receiving an appropriate request, the Contractor Hearing Board will
20 provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board
21 shall conduct a hearing where evidence on the proposed reduction of debarment period or
22 termination of debarment is presented. This hearing shall be conducted and the request
23 for review decided by the Contractor Hearing Board pursuant to the same procedures as
24 for a debarment hearing.

25 The Contractor Hearing Board's proposed decision shall contain a
26 recommendation on the request to reduce the period of debarment or terminate the
27 debarment. The Contractor Hearing Board shall present its proposed decision and
28 recommendation to the Board of Supervisors. The Board of Supervisors shall have the
29 right to modify, deny, or adopt the proposed decision and recommendation of the
30 Contractor Hearing Board.

1 I. These terms shall also apply to subcontractors of County Contractors.

2 54. CONTRACTOR'S EXCLUSION FROM PARTICIPATION IN A FEDERALLY
3 FUNDED PROGRAM:

4 Contractor hereby warrants that neither it nor any of its staff
5 members is restricted, excluded or suspended from providing services under any health
6 care program funded by the federal government, directly or indirectly, in whole or in part,
7 and that Contractor will notify Director within 30 calendar days in writing of: (1) any event
8 that would require Contractor or a staff member's mandatory exclusion or suspension from
9 participation in a federally funded health care program; and (2) any exclusionary or
10 suspension action taken by any agency of the federal or State governments against
11 Contractor or one or more staff members barring it or the staff members from participation
12 in a federally funded health care program, whether such bar is direct or indirect, or whether
13 such bar is in whole or in part. This warranty and notice requirements apply equally to
14 suspensions from the Medi-Cal program as well as any other federally funded health care
15 programs including but not limited to Medicare and Healthy Families.

16 There are a variety of different reasons why an individual or entity may be excluded
17 from participating in a federally funded health care program. Sometimes, the exclusion is
18 mandatory and in other cases the Office of Inspector General (OIG), and State officials
19 have the discretion not to exclude.

20 The mandatory bases for federal exclusion include: (1) felony convictions for
21 program related crimes, including fraud or false claims, or for offenses related to the
22 dispensing or use of controlled substances, or (2) convictions related to patient abuse.

23 Permissive exclusions may be based on: (1) conviction of a misdemeanor related to
24 fraud or financial misconduct involving a government program; (2) obstructing an
25 investigation; (3) failing to provide access to documents or premises as required by federal
26 health care program officials; (4) conviction of a misdemeanor related to controlled
27 substances; (5) failing to disclose information about the entity itself, its subcontractors or
28 its significant business transactions; (6) loss of a State license to practice a health care
29 profession; (7) default on a student loan given in connection with education in a health
30 profession; (8) charging excessive amounts to a federally funded health care program or
furnishing services of poor quality or which are substantially in excess of the needs of the

1 patients; (9) paying a kickback or submitting a false or fraudulent claim. Persons
2 controlling or managing excluded entities who knew of the conduct leading to the exclusion
3 can themselves be excluded, and entities which are owned and controlled by excluded
4 individuals can also be excluded.

5 Mandatory exclusions under State law from Medi-Cal are similar but also include
6 convictions of a misdemeanor for fraud or abuse involving the Medi-Cal program or a
7 Medi-Cal beneficiary.

8 Contractor shall indemnify and hold County harmless against any and all loss or
9 damage County may suffer arising from any federal or State exclusion or suspension of
10 Contractor or its staff members from such participation in a federally funded health care
11 program. Contractor shall provide the certification set forth in Attachment VI as part of its
12 obligation under this Paragraph 54.

13 Failure by Contractor to meet the requirements of this Paragraph 54 shall constitute
14 a material breach of Agreement upon which County may immediately terminate or
15 suspend this Agreement.

16 55. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT:

17 A. The parties acknowledge the existence of the Health Insurance Portability
18 and Accountability Act of 1996, its implementing regulations ("HIPAA"), and subtitle D,
19 Privacy, of the Health Information Technology for Economic and Clinical Health Act
20 ("HITECH"). Contractor understands and agrees that it is a "Covered Entity" under HIPAA
21 and, as such, has obligations with respect to the confidentiality, privacy, and security of
22 patients' medical information, and must take certain steps to preserve the confidentiality of
23 this information, both internally and externally, including the training of staff and the
24 establishment of proper procedures for the release of such information, including the use
25 of appropriate consents and authorizations specified under HIPAA.

26 B. The parties acknowledge their separate and independent obligations with
27 respect to HIPAA and HITECH, and that such obligations relate to *transactions and code*
28 *sets, privacy, and security*. Contractor understands and agrees that it is separately and
29 independently responsible for compliance with HIPAA and HITECH in all these areas and
30 that County has not undertaken any responsibility for compliance on Contractor's behalf.

1 Contractor has not relied, and will not in any way rely, on County for legal advice or other
2 representations with respect to Contractor's obligations under HIPAA or HITECH, but will
3 independently seek its own counsel and take the necessary measures to comply with the
4 law and its implementing regulations.

5 C. Contractor and County understand and agree that each is independently
6 responsible for HIPAA and HITECH compliance and agree to take all necessary and
7 reasonable actions to comply with the requirements of HIPAA law and implementing
8 regulations related to Transactions and Code Sets, Privacy, and Security. Each party
9 further agrees to indemnify and hold harmless the other party (including their officers,
10 employees and agents) for its failure to comply with HIPAA or HITECH.

11 D. Contractor and County understand and agree that HIPAA has imposed
12 additional requirements in regards to changes in DMH's County's information system.

13 (1) County desires to clarify County's information system terminology
14 under this Agreement as it relates to HIPAA, and, accordingly, has set forth in Attachment
15 VIII (Crosswalk Fact Sheet) a "crosswalk" of technical terms, definitions and language to
16 be used with this Agreement.

17 (2) County desires to clarify other HIPAA-related changes set forth in the
18 DMH Provider Manual and which are incorporated herein by reference as though fully set
19 forth.

20 (a) County has added to the DMH Provider Manual a Guide to
21 Procedure Codes, which includes a "crosswalk" of DMH activity codes to Current
22 Procedural Terminology (CPT) and Health Care Procedure Coding System (HCPCS)
23 codes.

24 (b) County has added to the DMH Provider Manual an Electronic Data Interchange
25 Fact Sheet which includes information about the applicable HIPAA transactions that can
26 be processed in the County's claims processing information system. Contractor
27 acknowledges that County intends to transition to an environment under the Integrated
28 Behavioral Health Information System (IBHIS) in which clinical, administrative, and
29 financial information, including claims, will be exchanged between DMH and contract
30 providers exclusively electronically. County shall notify Contractor as soon as possible

1 of the date by which County anticipates that Contractor will be required to use specific
2 standards-based electronic transactions, such as Electronic Data Interchange. County
3 shall notify Contractor of the specific date by which Contractor shall in fact be required
4 to use specific standards-based electronic transactions, such as Electronic Data
5 Interchange; County shall notify Contractor no less than 180 days prior to the effective
6 date. Contractor agrees to comply with the specific standards-based electronic
7 transactions specified by County as of the effective date specified by County.

8 (c) County has added to the DMH Provider Manual a Trading
9 Partner Agent Authorization Agreement which includes the Contractor's authorization to its
10 Subcontractor(s) to submit HIPAA-compliant transactions on behalf of Contractor.

11 E. Contractor understands that County operates an informational website
12 <http://dmh.lacounty.info/hipaa/index.html> related to the services under this Agreement
13 and the parties' HIPAA obligations, and agrees to undertake reasonable efforts to utilize
14 said website to obtain updates, other information, and forms to assist Contractor in its
15 performance.

16 F. Contractor understands and agrees that if it uses the services of an Agent in
17 any capacity in order to receive, transmit, store or otherwise process Data or Data
18 Transmissions or perform related activities, the Contractor shall be fully liable to DMH or
19 for any acts, failures or omissions of the Agent in providing said services as though they
20 were the Contractor's own acts, failures, or omissions.

21 G. Contractor further understands and agrees that the terms and conditions of
22 the current Trading Partner Agreement (TPA) set forth in the DMH Provider Manual shall
23 apply to this Agreement and that said Terms and Conditions are incorporated by reference
24 as though fully set forth herein.

25 56. COMPLIANCE WITH JURY SERVICE PROGRAM:

26 A. Jury Service Program: This Agreement is subject to the provisions of the
27 County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as
28 codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

29 B. Written Employee Jury Service Policy:

30 (1) Unless Contractor has demonstrated to the County's satisfaction

1 either that Contractor is not a "Contractor" as defined under the Jury Service Program
2 (Section 2.203.020 of the County Code) or that Contractor qualifies for an exception to the
3 Jury Service Program (Section 2.203.070 of the County Code), Contractor shall have and
4 adhere to a written policy that provides that its Employees shall receive from the
5 Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury
6 service. The policy may provide that Employees deposit any fees received for such jury
7 service with the Contractor or that the Contractor deduct from the Employee's regular pay
8 the fees received for jury service.

9 (2) For purposes of this Section, "Contractor" means a person,
10 partnership, corporation or other entity which has an Agreement with the County or a
11 subcontract with a County Contractor and has received or will receive an aggregate sum of
12 \$50,000 or more in any 12-month period under one or more County Agreements or
13 subcontracts. "Employee" means any California resident who is a full-time employee of
14 Contractor. "Full-time" means 40 hours or more worked per week or a lesser number of
15 hours if: 1) the lesser number is a recognized industry standard as determined by the
16 County, or 2) Contractor has a long-standing practice that defines the lesser number of
17 hours as full-time. Full-time employees providing short-term, temporary services of 90
18 days or less within a 12-month period are not considered full-time for purposes of the Jury
19 Service Program. If Contractor uses any subcontractor to perform services for the County
20 under the Agreement, the subcontractor shall also be subject to the provisions of this
21 Section. The provisions of this Section shall be inserted into any such subcontract
22 Agreement and a copy of the Jury Service Program shall be attached to the Agreement.

23 (3) If Contractor is not required to comply with the Jury Service Program when
24 the Agreement commences, Contractor shall have a continuing obligation to review the
25 applicability of its "exception status" from the Jury Service Program, and Contractor shall
26 immediately notify County if Contractor at any time either comes within the Jury Service
27 Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to
28 the Program. In either event, Contractor shall immediately implement a written policy
29 consistent with the Jury Service Program. The County may also require, at any time
30 during the Agreement and at its sole discretion, that Contractor demonstrate to the

1 County's satisfaction that Contractor either continues to remain outside of the Jury Service
2 Program's definition of "Contractor" and/or that Contractor continues to qualify for an
3 exception to the Program.

4 (4) Contractor's violation of this section of the Agreement may constitute a
5 material breach of the Agreement. In the event of such material breach, County may, in its
6 sole discretion, terminate the Agreement and/or bar Contractor from the award of future
7 County Agreements for a period of time consistent with the seriousness of the breach.

8 **57. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY**

9 **LAW:** The Contractor shall notify and provide to its employees, and shall require each
10 subcontractor to notify and provide to its employees, a fact sheet regarding the Safely
11 Surrendered Baby Law, its implementation in Los Angeles County, and where and how to
12 safely surrender a baby.

13 The fact sheet is set forth in Attachment VII of this Agreement and is also available on the
14 Internet at www.babysafela.org for printing purposes.

15 **58. CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO**
16 **THE SAFELY SURRENDERED BABY LAW:** The Contractor acknowledges that the

17 County places a high priority on the implementation of the Safely Surrendered Baby Law.
18 The Contractor understands that it is the County's policy to encourage all County
19 Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a
20 prominent position at the Contractor's place of business. The Contractor will also
21 encourage its subcontractors, if any, to post this poster in a prominent position in the
22 subcontractor's place of business. The County's Department of Children and Family
23 Services will supply the Contractor with the poster to be used.

24 **59. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY**
25 **AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (45**

26 **C.F.R. PART 76):** The Contractor hereby acknowledges that the County is prohibited from
27 contracting with and making sub-awards to parties that are suspended, debarred,
28 ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded
29 from securing federally funded contracts. By executing this Agreement, Contractor
30 certifies that neither it nor any of its owners, officers, partners, directors or other principals

1 is currently suspended, debarred, ineligible, or excluded from securing federally funded
2 contracts. Further, by executing this Agreement, Contractor certifies that, to its knowledge,
3 none of its subcontractors, at any tier, or any owner, officer, partner, director or other
4 principal of any subcontractor is currently suspended, debarred, ineligible, or excluded
5 from securing federally funded contracts. Contractor shall immediately notify County in
6 writing, during the term of this Agreement, should it or any of its subcontractors or any
7 principals of either be suspended, debarred, ineligible, or excluded from securing federally
8 funded contracts. Failure of Contractor to comply with this provision shall constitute a
9 material breach of this Agreement upon which the County may immediately terminate or
10 suspend this Agreement.

11 60. CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE:

12 The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates
13 entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004"
14 (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring
15 Contractors to complete the certification in Attachment IX, the County seeks to ensure that
16 all County contractors which receive or raise charitable contributions comply with California
17 law in order to protect the County and its taxpayers. A Contractor which receives or raises
18 charitable contributions without complying with its obligations under California law commits
19 a material breach subjecting it to either contract termination or debarment proceedings or
20 both. (County Code Chapter 2.202)

21 61. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM: This
22 Contract is subject to all provisions of the County's ordinance entitled Local Business
23 Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County
24 Code. Specifically, Contractor shall pay particular attention to the following provisions in
25 Chapter 2.204:

26 Contractor shall not knowingly and with the intent to defraud, fraudulently obtain,
27 retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or
28 attempting to obtain or retain certification as a Local Small Business Enterprise.

29 Contractor shall not willfully and knowingly make a false statement with the intent to
30 defraud, whether by affidavit, report, or other representation, to a County official or

1 employee for the purpose of influencing the certification or denial of certification of any
2 entity as a Local Small Business Enterprise.

3 If Contractor has obtained certification as a Local Small Business Enterprise by
4 reason of having furnished incorrect supporting information or by reason of having
5 withheld information, and which knew, or should have known, the information furnished
6 was incorrect or the information withheld was relevant to its request for certification, and
7 which by reason of such certification has been awarded this contract to which it would not
8 otherwise have been entitled, shall:

9 1. Pay to the County any difference between the Contract amount and what the
10 County's costs would have been if the contract had been properly awarded;

11 2. In addition to the amount described in subdivision (1), be assessed a penalty
12 in an amount of not more than 10 percent (10%) of the amount of the contract; and

13 3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County
14 Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

15 The above penalties shall also apply to any Contractor that has previously obtained proper
16 certification, however, as a result of a change in their status would no longer be eligible for
17 certification, and fails to notify the State and the Office of Affirmative Action Compliance of
18 this information prior to responding to a solicitation or accepting a contract award.

19 62. FORCE MAJEURE:

20 A. Neither party shall be liable for such party's failure to perform its obligations
21 under and in accordance with this Contract, if such failure arises out of fires, floods,
22 epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than
23 a lockout by such party or any of such party's subcontractors), freight embargoes, or other
24 similar events to those described above, but in every such case the failure to perform must
25 be totally beyond the control and without any fault or negligence of such party (such
26 events are referred to in this sub-paragraph as "force majeure events").

27 B. Notwithstanding the foregoing, a default by a subcontractor of Contractor
28 shall not constitute a force majeure event, unless such default arises out of causes
29 beyond the control of both Contractor and such subcontractor, and without any fault or
30 negligence of either of them. In such case, Contractor shall not be liable for failure to

1 perform, unless the goods or services to be furnished by the subcontractor were
2 obtainable from other sources in sufficient time to permit Contractor to meet its obligations
3 under this agreement. As used in this sub-paragraph, the term "subcontractor" and
4 "subcontractors" mean subcontractors at any tier.

5 C. In the event Contractor's failure to perform arises out of a force majeure
6 event, Contractor agrees to use commercially reasonable best efforts to obtain goods or
7 services from other sources, if applicable, and to otherwise mitigate the damages and
8 reduce the delay caused by such force majeure event.

9 63. CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S
10 DEFAULTED PROPERTY TAX REDUCTION PROGRAM: Contractor acknowledges that
11 County has established a goal of ensuring that all individuals and businesses that benefit
12 financially from County through contract are current in paying their property tax obligations
13 (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed
14 upon County and its taxpayers. Unless Contractor qualifies for an exemption or exclusion,
15 Contractor warrants and certifies that to the best of its knowledge it is now in compliance,
16 and during the term of this contract will maintain compliance, with Los Angeles County
17 Code Chapter 2.206.

18 64. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE
19 WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM: Failure of
20 Contractor to maintain compliance with the requirements set forth in Paragraph 63
21 (CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED
22 PROPERTY TAX REDUCTION PROGRAM) shall constitute default under this contract.
23 Without limiting the rights and remedies available to County under any other provision of
24 this contract, failure of Contractor to cure such default within 10 days of notice shall be
25 grounds upon which County may terminate this contract and/or pursue debarment of
26 Contractor, pursuant to County Code Chapter 2.206.

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1 65. NOTICES: All notices or demands required or permitted to be given under this
2 Agreement shall be in writing and shall be delivered with signed receipt or mailed by first
3 class, registered or certified mail, postage pre-paid, addressed to the parties at the
4 following addresses and to the attention of the persons named. Director shall have the
5 authority to execute all notices or demands which are required or permitted by County
6 under this Agreement. Addresses and persons to be notified may be changed by either
7 party by giving ten (10) days prior written notice thereof to the other party.

8
9 For the County, please use the following contact information:

10 County of Los Angeles - Department of Mental Health
11 Contracts Development and Administration Division
12 550 South Vermont Ave., 5th Floor
13 Los Angeles, CA 90020
14 Attention: Chief of Contracts

15
16
17 For the Contractor, please use the following contact information:

18 _____
19 _____
20 _____
21 _____

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1 IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles
2 has caused this Agreement to be subscribed by its Chairman and the seal of said Board to
3 be hereto affixed and attested to by the Executive Officer thereof, and Contractor has
4 caused this Agreement to be subscribed in its behalf by its duly authorized officer, the day,
5 month and year first above written.

6
7 ATTEST:

COUNTY OF LOS ANGELES

8 SACHI HAMAI, Executive
9 Officer-Board of Supervisors
10 of the County of Los Angeles

11 By _____
12 Chairman, Board of Supervisors

13 By _____
14 Deputy

15
16
17 APPROVED AS TO FORM:
18 OFFICE OF THE COUNTY COUNSEL

19 _____
20 CONTRACTOR

21
22
23 By _____
24 Deputy County Counsel

25 By _____
26 Name _____

27 Title _____
28 (AFFIX CORPORATE SEAL HERE)

29
30 APPROVED AS TO CONTRACT
31 ADMINISTRATION:
32
33 DEPARTMENT OF MENTAL HEALTH

34
35
36
37 By _____
38 Chief, Contracts Development
39 and Administration Division

40
41 LEGAL ENTITY AGREEMENT FY 10-11 4/7/2010
42

1 IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles
2 has caused this Agreement to be subscribed by County's Director of Mental Health or his
3 designee, and Contractor has caused this Agreement to be subscribed in its behalf by its
4 duly authorized officer, the day, month, and year first above written.

5
6
7 COUNTY OF LOS ANGELES

8 APPROVED AS TO FORM:
9 OFFICE OF THE COUNTY COUNSEL

10
11
12
13
14 By _____
15 Deputy County Counsel

By _____
MARVIN J. SOUTHARD, D.S.W.
Director of Mental Health

16
17
18
19
20 _____
21 CONTRACTOR

22
23 By _____

24
25 Name _____

26
27 Title _____

(AFFIX CORPORATE SEAL HERE)

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32 APPROVED AS TO CONTRACT
33 ADMINISTRATION:

34 DEPARTMENT OF MENTAL HEALTH

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38 By _____
39 Chief, Contracts Development
40 and Administration Division

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be subscribed by County's Director of Mental Health or his designee, and Contractor has caused this Agreement to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
MARVIN J. SOUTHARD, D.S.W.
Director of Mental Health

CONTRACTOR

By _____

Name _____

Title _____
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:
OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT
ADMINISTRATION:

DEPARTMENT OF MENTAL HEALTH

By _____
Chief, Contracts Development
and Administration Division

DEFINITIONS

The following terms, as used in this Agreement, shall have the following meanings:

- A. "CCR" means the California Code of Regulations;
- B. "CGF" means County General Funds;
- C. "CalWORKs" means California Work Opportunities and Responsibilities to Kids Act, which under California Welfare and Institutions Code Section 11200 et seq. provides for mental health supportive services to eligible welfare recipients. CalWORKs funding consists of both Federal and State funds;
- D. "Cash Flow Advance" means County General Funds (CGF) furnished by County to Contractor for cash flow purposes in expectation of Contractor repayment pending Contractor's rendering and billing of eligible services/activities;
- E. "Cost Reimbursement" or "CR" means the arrangement for the provision of mental health services based on the reasonable actual and allowable costs of services provided under this Agreement, less all fees paid by or on behalf of patients/clients and all other revenue, interest and return resulting from the same services;
- F. "County's Claims Processing Information System" means the current system employed by the Department of Mental Health to submit and process claims.
- G. "CPT" means Physicians' Current Procedural Terminology as referenced in the American Medical Association standard edition publication;
- H. "CR/DC Manual" means SDMH's Cost Reporting/Data Collection Manual;
- I. "Day(s)" means calendar day(s) unless otherwise specified;
- J. "DCFS" means County Department of Children and Family Services;
- K. "Director" means County's Director of Mental Health or his authorized designee;
- L. "DMH" means County's Department of Mental Health;
- M. "DPSS" means County's Department of Public Social Services;
- N. "EOB" means 'Explanation of Balance' for Title XIX Short-Doyle/Medi-Cal services which is the State Department of Health Services adjudicated claim data and 'Explanation of Benefits' for Medicare which is the Federal designated Fiscal Intermediary's adjudicated Medicare claim data;

DEFINITIONS CONTINUED

- O. "EPSDT" means the Early and Periodic Screening, Diagnosis, and Treatment program, which is a requirement of the Medicaid program to provide comprehensive health care. Such State funds are specifically designated for this program;
- P. "Established Maximum Allowable Rate" means the Short-Doyle/Medi-Cal maximum reimbursement for a specific SFC unit as established by SDMH;
- Q. "FFP" means Federal Financial Participation for Short-Doyle/Medi-Cal services and/or Medi-Cal Administrative Activities as authorized by Title XIX of the Social Security Act, 42 United States Code Section 1396 et seq.;
- R. "Fiscal Intermediary" means County acting on behalf of the Contractor and the Federally designated agency in regard to and/or Title XIX Short-Doyle/Medi-Cal services, and/or Title XIX Medi-Cal Administrative Activities;
- S. "Fiscal Year" means County's Fiscal Year which commences July 1 and ends the following June 30;
- T. "Gross Program Budget" is the sum total of the Net Program Budget and all "Third Party Revenues" shown in the Financial Summary;
- U. "GROW" means General Relief Opportunities for Work;
- V. "Healthy Families" ("HF") means the federally subsidized health insurance program administered by the State of California for the provision of comprehensive health services (including medical, dental and vision care) to children ages birth through 19th birthday from low income families;
- W. "Healthy Families Procedures Manual" ("HF Procedures Manual") means DMH's Healthy Families Procedures Manual for providers. The HF Procedure Manual contains the formal requirements, policies and procedures governing Healthy Families and is incorporated into this Agreement by reference. Contractor hereby acknowledges receipt of the HF Procedures Manual upon execution of this Agreement;
- X. "IMD" means Institutions for Mental Disease. Hospitals, nursing facilities or other institutions of more than 16 beds that are primarily engaged in providing

DEFINITIONS CONTINUED

diagnosis, treatment or care of persons with mental disease, including medical attention, nursing care and related services;

- Y. "Legal Entity" means the legal organization structure under California law;
- Z. "Master Agreement List" means a list of contractors who have submitted a Statement of Qualifications (SOQ) in response to County's Request for Statement of Qualifications (RFSQ), and have met the minimum qualifications listed in the RFSQ, and who have an executed Master Agreement;
- AA. "Maximum Contract Amount" is the sum total of all "Allocations" shown in the Financial Summary; except that the "Maximum Contract Amount" shall not include "Third Party Revenue" shown in the Financial Summary;
- BB. "Mental Health Services Act" ("MHSA"), adopted by the California electorate on November 2, 2004 creates a new permanent revenue source, administered by the State Department of Mental Health (SDMH), for the transformation and expanded delivery of mental health services provided by State and County agencies and requires the development of integrated plans for prevention, innovation, and system of care services;
- CC. "Member" or Title XXI Healthy Families Program Member ("HFPM") means an enrollee in any Healthy Families Health Plan through Healthy Families;
- DD. "MHRC" means Mental Health Rehabilitation Centers certified by the State Department of Mental Health;
- EE. "MRMIB" means the State of California Managed Risk Medical Insurance Board, the administrator of Healthy Families for the State of California;
- FF. "Negotiated Rate" or "NR" means the total amount of reimbursement, including all revenue, interest and return, which is allowable for delivery of a SFC unit as defined by Director and which is shown on the Financial Summary. An NR is the gross rate of reimbursement which is generally determined by dividing Contractor's gross program cost of delivering a particular SFC by the number of such SFC units to be delivered. All fees paid by or on behalf of patients/clients and all other revenue, interest and return resulting from the same service shall

DEFINITIONS CONTINUED

- be deducted from the cost of providing the mental health services covered by the Negotiated Rate. A portion of the State-approved NR, which in some cases may be higher than the contracted NR, may be retained by County as County's share of reimbursement from SDMH;
- GG. "Net Program Budget" is equal to the Maximum Contract Amount which is the sum total of all "Allocations" and "Pass Through" amounts shown in the Financial Summary. Unless otherwise provided in this Agreement, or separately agreed to in writing between the parties, it is the intent of the parties that the Net Program Budget shall be equal to the Maximum Contract Amount;
- HH. "Organizational Provider's Manual" is the Los Angeles County DMH Organizational Provider's Manual for Specialty Mental Health Services under the Rehabilitation Option and Targeted Case Management Services;
- II. "PATH" means Projects for Assistance in Transition from Homelessness Federal grant funds;
- JJ. "PHF" means a Psychiatric Health Facility. A health facility licensed by the State Department of Mental Health, that provides 24 hour acute inpatient care on either a voluntary or involuntary basis to mentally ill persons. This care shall include, but not be limited to, the following basic services: psychiatry, clinical psychology, psychiatric nursing, social work, rehabilitation, drug administration, and appropriate food services for those persons whose physical health needs can be met in an affiliated hospital or in outpatient settings;
- KK. "Request for Services" ("RFS") is a second solicitation process to Contractors on a pre-qualified Master Agreement that requests specific and detailed services as defined in a Statement of Work at a time when such services are needed;
- LL. "Request for Statement of Qualifications" ("RFSQ") means a solicitation based on establishing a pool of qualified vendors/contractors to provider services through a Master Agreement;
- MM. "SAMHSA" means Substance Abuse and Mental Health Services Administration Federal block grant funds;

DEFINITIONS CONTINUED

- NN. "SDHS" means State Department of Health Services;
- OO. "SDMH" means State Department of Mental Health;
- PP. "SDSS" means State Department of Social Services;
- QQ. "SFC" means Service Function Code, as defined by Director, for a particular type of mental health service, and/or Title XIX Medi-Cal administrative claiming activity;
- RR. "SNF-STP" mean Skilled Nursing Facility licensed by the State Department of Health Services, with an added Special Treatment Program certified by the State Department of Mental Health;
- SS. "State" means the State of California;
- TT. "Statement of Qualifications" ("SOQ") means a contractor's response to an RFSQ;
- UU. "Statement of Work" ("SOW") means a written description of services desired by County for a specific Work Order;
- VV. "Title IV" means Title IV of the Social Security Act, 42 United States Code Section 601et seq.;
- WW. "Title XIX" means Title XIX of the Social Security Act, 42 United States Code Section 1396 et seq.;
- XX. "Title XXI" means Title XXI of the Social Security Act, 42 United States Code Section 1396 et seq.;
- YY. "UMDAP" means SDMH's Uniform Method of Determining Ability to Pay; and
- ZZ. "WIC" means the California Welfare and Institutions Code.

**FINANCIAL EXHIBIT A
(FINANCIAL PROVISIONS)**

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1 FINANCIAL EXHIBIT A
2 FINANCIAL PROVISIONS
3

4 **A. GENERAL**

5 (1) The County shall pay Contractor in arrears for eligible services provided
6 under this Department of Mental Health (DMH Legal Entity Agreement) and in accordance with
7 the terms of this Financial Exhibit A (FINANCIAL PROVISIONS) (Attachment II to the DMH
8 Legal Entity Agreement) up to the amounts identified for each Funded Program as shown in the
9 Financial Summary (Attachment III to the DMH Legal Entity Agreement) and as otherwise may
10 be limited under this DMH Legal Entity Agreement and the attachments thereto, including but not
11 limited to this Financial Exhibit A and the Financial Summary, collectively known as "the
12 Agreement".

13 (a) For the purposes of the Agreement, a "Funded Program" is a set of
14 services paid through a particular funding source identified as a line on the Financial Summary.

15 (b) For the purposes of the Agreement, the "Program Amount" is the
16 amount shown in each column in the Financial Summary that identifies the beneficiary status of
17 the client (e.g., Medi-Cal/Healthy Families or Non-Medi-Cal/Indigent) for each Funded Program.

18 (c) For the purposes of this Agreement, "Non-Medi-Cal/Indigent"
19 includes all of the following: Persons with no known outside payer source, persons for whom
20 eligibility for benefits under the State's Medi-Cal or Healthy Families programs is being
21 determined or established, and persons whose eligibility for the Medi-Cal or Healthy Families
22 programs was unknown at the time that services were rendered.

23 (2) The Contractor shall comply with all requirements necessary for
24 reimbursement as established by Federal, State and local statutes, laws, ordinances, rules,
25 regulations, manuals, policies, guidelines and directives.

26 (3) In order to reduce County costs, the Contractor shall comply with all
27 applicable provisions of the Welfare and Institutions Code (WIC) and/or California Code of
28 Regulations related to reimbursement by non-County and non-State sources, including, but not
29 limited to, collecting reimbursement for services from clients (which shall be the same as
30 patient fees established pursuant to WIC Section 5710) and from private or public third-party

1 payers. In addition, Contractor shall ensure that, to the extent a recipient of services under
2 this Agreement is eligible for coverage under Medicaid or Medicare or any other federal or
3 State funded program (an eligible beneficiary), services provided to eligible beneficiaries are
4 properly identified and claimed to the Funded Program responsible for such services to said
5 eligible beneficiaries.

6 (a) Contractor shall be responsible for delivering services to the extent
7 that funding is provided by County. To the extent that Contractor does not have funds
8 allocated in this Agreement for a Funded Program that pays for services to a particular eligible
9 beneficiary, Contractor shall, at the first opportunity, refer said eligible beneficiary to another
10 Contractor or County facility, within the same geographic area to the extent feasible, that has
11 available funds allocated for that Funded Program.

12 (b) To the extent that the County determines Contractor has
13 improperly claimed services to a particular Program Amount, County may disallow payment of
14 said services and require Contractor to resubmit said services for payment from the correct
15 Program Amount, or may make corrective accounting transactions to transfer the payment of
16 the services to the appropriate Program Amount.

17 (4) The State Schedule of Maximum Allowances (SMA) in effect during the
18 Initial Period, the First Automatic Renewal Period, or the Second Automatic Renewal Period, or
19 any part thereof, shall be applicable to this Agreement as of the date adopted by the State.

20 **B. LIMITATIONS ON MAXIMUM REIMBURSEMENT**

21 (1) The total maximum reimbursement that will be paid by County to Contractor
22 under this Agreement shall be, in no event, more than the Maximum Contract Amount for the
23 Initial Period, First Automatic Renewal Period and the Second Automatic Renewal Period
24 respectively of this Agreement.

25 (a) In addition to the general limitation of Paragraph B (1) of this
26 Financial Exhibit A, in no event shall the maximum reimbursement that will be paid by County to
27 Contractor under this Agreement for any Program Amount be more than the amount identified
28 for each Program Amount for each Funded Program, as identified on the Financial Summary
29 (Attachment III) for the Initial Period, First Automatic Renewal Period and the Second Automatic
30 Renewal Period respectively of this Agreement. Said amounts shall be referred to as the
31 "Maximum Program Amount."

1 (2) Contractor shall immediately provide written notice to the County when,
2 based on the Contractor's own internal records, it has billed for services/activities under this
3 Agreement in an amount equal to 75 percent (75%) of the total Maximum Contract Amount or 75
4 percent (75%) of the Maximum Program Amount(s) during the Initial Period, First Automatic
5 Renewal Period or the Second Automatic Renewal Period of this Agreement.

6 (a) Contractor shall send such notice to those persons and addresses
7 which are set forth in the DMH Legal Entity Agreement, Paragraph 65 (NOTICES).

8 (b) Failure of Contractor to comply with this Paragraph B (2) will be
9 considered a breach of this Agreement.

10 (3) Except as otherwise provided in this Agreement, the total Maximum
11 Contract Amount and/or the Maximum Program Amount(s) for any of the periods specified in this
12 Financial Exhibit A (FINANCIAL PROVISIONS), Paragraphs C (Reimbursement for Initial
13 Period) and D (Reimbursement if Agreement is Automatically Renewed) may not be increased
14 or decreased without a properly executed amendment to this Agreement. The Parties
15 acknowledge that the actual number of individuals seeking care from Contractor who have
16 coverage under a particular Funded Program may differ from the estimate number upon which
17 the Maximum Program Amounts were based and that it may be appropriate to increase
18 Contractor's responsibility to provide services to some eligible individuals while decreasing its
19 responsibilities to provide services to other types of eligible individuals. Any such modification in
20 Contractor's responsibilities, along with commensurate changes in the appropriate Funded
21 Programs and Maximum Program Amounts, may be accomplished through a formal amendment
22 completed in advance of the provision of services, except as provided in Subparagraph (4) of
23 this Paragraph B (Limitations on Maximum Reimbursement).

24 (4) Notwithstanding the requirement in Subparagraph (3) above that changes
25 in Contractor's responsibilities or Funded Programs or Maximum Program Amounts must be
26 accomplished through formal amendment and the requirements of Paragraph V (Contractor
27 Requested Changes), Contractor may request, and County shall grant, a reallocation of up to
28 fifteen percent (15%) of the aggregate County General Funds (CGF) included in the Financial
29 Summary between Funded Programs or Maximum Program Amounts, and a commensurate
30 change in Contractor's responsibilities, so long as the following conditions are met:

1 (a) Contractor's request is made in writing, and indicates the existing
2 Funded Programs or Maximum Program Amounts which will be affected, and the new Funded
3 Programs and Maximum Program Amounts to which the reallocation is to be made.

4 (b) The reallocation may only be made to the extent that all of the
5 following conditions are satisfied:

6 i. The reallocation will not cause Contractor to exceed its
7 Maximum Contract Amount;

8 ii. The reallocation will not increase County General Funds
9 required under this Agreement;

10 iii. The reallocation does not result in the Contractor allocating
11 funds to a Funded Program for which no dollars are originally allocated in the Agreement;

12 iv. Categorical funds (e.g. CalWORKs) are only used for the
13 purpose for which they have been designated, and the reallocation is consistent with local,
14 State and federal law; and

15 v. County General Funds are reallocated only within or
16 between Funded Programs in which County General Funds are utilized to provide services
17 (i.e., Juvenile Justice Program (STOP); Inpatient/Residential Services; Other Mental Health
18 Services for Clients under the age of 21; Other Mental Health Services for clients 21 of age or
19 older; and certain Unique Programs).

20 (c) The reallocation shall only be effective for services provided on or
21 after the effective date of an administrative amendment memorializing the revisions to the
22 Funded Programs and Maximum Program Amounts. Such administrative amendment may be
23 executed by Director under delegated authority from the Board of Supervisors without prior
24 approval of County Counsel or the Chief Executive Office. By making the written request,
25 Contractor consents to such administrative amendment, and Contractor's signature is not
26 required to make the amendment effective.

27 (5) The Maximum Contract Amount for each period of this Agreement includes
28 Cash Flow Advance which is an advance of funds to be repaid by Contractor through direct
29 payment of cash and/or through the provision of appropriate services/activities under this
30 Agreement for the applicable period.

1 **C. REIMBURSEMENT FOR INITIAL PERIOD**

2 (1) The Maximum Contract Amount for the Initial Period of this Agreement as
3 described in Paragraph 1 (TERM) of the Legal Entity Agreement shall not exceed _____
4 _____
5 _____ DOLLARS (\$) _____) and shall consist of Funded
6 Programs as shown on the Financial Summary.

7 **D. REIMBURSEMENT IF AGREEMENT IS AUTOMATICALLY RENEWED**

8 (1) Reimbursement For First Automatic Renewal Period: The Maximum
9 Contract Amount for the First Automatic Renewal Period of this Agreement as described in
10 Paragraph 1 (TERM) of the DMH Legal Entity Agreement shall not exceed _____
11 _____
12 _____ DOLLARS (\$) _____) and shall
13 consist of Funded Programs as shown on the Financial Summary.

14 (2) Reimbursement For Second Automatic Renewal Period: The Maximum
15 Contract Amount for the Second Automatic Renewal Period of this Agreement as described in
16 Paragraph 1 (TERM) of the DMH Legal Entity Agreement shall not exceed _____
17 _____
18 _____ DOLLARS (\$) _____) and shall consist of
19 Funded Programs as shown on the Financial Summary.

20 **E. REIMBURSEMENT BASIS**

21 (1) Reimbursement Rates for Mental Health Services: For mental health
22 services claimed and billed through the County's claims processing information system, and
23 except as further limited elsewhere in this Agreement, Contractor may elect to request
24 provisional rates based on either 1) a Cost Reimbursement Methodology or 2) a Negotiated
25 Rate Methodology. Contractor is prohibited from requesting or utilizing both Cost
26 Reimbursement and Negotiated Rates under this Agreement, except as may be provided under
27 Paragraph E (6) of this Financial Exhibit A.

28 (a) Contractor shall calculate its requested rates in accordance with the
29 terms and limitations set forth in County Department of Mental Health Policy "Provisional Rate
30 Setting."

1 (b) Requested rates for services provided under this Agreement shall be
2 uniform and will apply to all similar services regardless of Funded Program.

3 (c) Notwithstanding any other provision of this Agreement, in no event
4 may Contractor request a rate that exceeds the State's Schedule of Maximum Allowances or
5 request a rate that exceeds Contractor's published charge(s) to the general public except if the
6 Contractor is a Nominal Charge Provider.

7 (d) All rates are subject to prior review and approval of the County
8 consistent with the Department of Mental Health Policy "Provisional Rate Setting."

9 (e) Negotiated rates are subject to prior review and approval by the State
10 pursuant to the Department of Mental Health Policy "Provisional Rate Setting." County shall,
11 within 20 business days of receiving State approval of a requested negotiated rate(s), notify
12 Contractor of such approval and update the County's claims processing information system's
13 rate table with the approved rate(s).

14 (2) Reimbursement Rates for Institutions for Mental Diseases: Pursuant to
15 Section 5902(e) of the Welfare and Institutions Code (WIC), Institutions for Mental Diseases
16 (IMD), which are licensed as level two nursing facilities (SNF) by the State Department of Health
17 Care Services (SDHCS), are reimbursed for basic services at the rate(s) established by SDHCS
18 for Medi-Cal services provided by level B nursing facilities, in addition to the Medi-Cal rate
19 established by SDHCS for a Special Treatment Plan (STP). Accordingly, the IMD
20 reimbursement rate will consist of a basic SNF rate and a STP rate, or a Mental Health
21 Rehabilitation Center (MHRC) rate established by the County for specialized programming
22 and/or provision of more intensive mental health services provided to clients at County's request.

23 (3) Reimbursement for Medi-Cal Administrative Activities (MAA):
24 Reimbursement for MAA shall be based on the direct and indirect costs of actual time spent in
25 performing MAA services.

26 (4) Reimbursement Rates for Organizational Providers for Medi-Cal Specialty
27 Mental Health Services: Reimbursement shall be based upon rate(s) shown in the Provisional
28 Rate Schedule(s) as published and periodically revised as supplements to the Los Angeles
29 County DMH Medi-Cal Specialty Mental Health Services Provider Manual.

30 (5) Reimbursement of Other Costs and Direct Charges: Certain Funded
31 Programs may provide for and allow Contractor to submit requests for reimbursement to the

1 County for specific expenses that cannot be claimed through the County's claims processing
2 information system. These expenses shall be referred to as a "Direct Charge." Such
3 reimbursement shall be based on actual costs plus an administrative fee, expressed as a
4 percentage of actual costs, which shall be reviewed and approved in advance by the County.

5 (6) Unique Funded Program: To the extent that Contractor's Agreement
6 includes a Funded Program which has billing and payment requirements that are not consistent
7 with the provisions of this Paragraph E (Reimbursement Basis) of Financial Exhibit A, the special
8 billing and payment requirements shall be set forth in an addendum to this Financial Exhibit A
9 and signed by Contractor and Director.

10 **F. BILLING PROCEDURES**

11 (1) If Title XIX Short-Doyle/Medi-Cal services, and/or Medi-Cal Administrative
12 Activities, and/or Title XXI Healthy Families services are provided under this Agreement,
13 Contractor authorizes County to serve as the Mental Health Plan for State claiming and
14 reimbursement and to act on Contractor's behalf with the State Department of Mental Health
15 and the State Department of Health Care Services in regard to claiming.

16 (2) **Claims Certification and Program Integrity**

17 a) Contractor hereby certifies that all units of service entered by
18 Contractor into the County's claims processing information system and/or the Medi-Cal
19 Administrative Activities (MAA) data base system and/or claims for actual costs submitted as
20 Direct Charges to County for any Funded Program covered by this Agreement are true and
21 accurate to the best of Contractor's knowledge.

22 (b) Contractor shall annually provide the additional certification set forth
23 in the "Contractor Claims Certification for Title XIX Short-Doyle/Medi-Cal and Title XXI Healthy
24 Families Reimbursements" (Exhibit A-1 to this Attachment II) related to the Contractor's
25 compliance with specific State and Federal statutory and regulatory requirements which are
26 conditions for the reimbursement of Title XIX Short-Doyle/Medi-Cal and/or Medi-Cal
27 Administrative Activities and/or Title XXI Healthy Families claims.

28 (3) **Mental Health Services**: Claims for all mental health services, including
29 services funded by Title XIX Short-Doyle/Medi-Cal and Title XXI Health Families, shall be
30 entered into the County's claims processing information system within 30 calendar days of the
31 end of the month in which services are delivered, except as otherwise provided in this Paragraph

1 F.

2 (a) The County shall extend the period of time specified above as
3 appropriate, where the delay in the submission of the claims is reasonably justified.

4 (b) With the exception of section F(3)(c) below, Contractor must submit
5 an initial or original claim within four (4) months after the end of the month in which the services
6 were rendered, to the extent doing so would not preclude payment from a funding source.

7 (c) The County may, using reasonable discretion, extend the time to
8 submit claims for services under Title XIX Short-Doyle/Medi-Cal or under Title XXI Health
9 Families to within ten (10) months after the end of the month in which the services were
10 rendered where good cause for the delayed submission would be recognized under California
11 Code of Regulations, Title 22 Section 51008.5.

12 (d) Contractor shall, as soon as practicable, notify County of any delay
13 in meeting the timeframe for submitting claims specified in this Paragraph F (3) in the event
14 Contractor is not able to make timely data entry into the County's claims processing information
15 system due to no fault on the part of Contractor. Such Contractor notification should be
16 immediate upon Contractor's recognition of the delay and must include a specific description of
17 the problem that the Contractor is having with the County's claims processing information
18 system. Notification shall be pursuant to the DMH Legal Entity Agreement, Paragraph 65
19 (NOTICES), and such notification shall also be made by Contractor to the DMH Chief
20 Information Office Bureau's Help Desk.

21 (e) The County will notify Contractor in writing as soon as practicable of
22 any County issue(s) which will prevent the entry by Contractor of claiming information into the
23 County's claims processing information system, and County will waive the requirement of this
24 Paragraph F (3) in the event of any such County issue(s). Once County has notified Contractor
25 that its issues are resolved, Contractor shall enter billing information into the County's claims
26 processing information system within 30 calendar days of County's notice unless otherwise
27 agreed to by County and Contractor.

28 i. To the extent that issues identified pursuant to this Paragraph
29 F 3 (e) requires that Contractor modify its procedures for entering claims into the County's claims
30 processing information system, Contractor shall consult with County regarding a reasonable time
31 required to implement such modifications and, upon approval by County, the 30 calendar days

1 required by this Paragraph F (3) (e) shall be extended by the amount of time required to
2 implement such modifications.

3 (f) County may modify the County's claims processing information
4 system at any time in order to comply with changes in, or interpretations of, State or Federal
5 laws, rules, regulations, manuals, guidelines, and directives. County shall notify Contractor in
6 writing of any such modification and the reason, if known, for the modification and the planned
7 implementation date of the modification. To the extent that such modifications create a delay in
8 Contractor submitting claims into the County's claims processing information system for a period
9 of time, the timelines under this Paragraph F shall be extended by the number of calendar days
10 that Contractor was unable to submit claims into the County's claims processing information
11 system.

12 (g) In the event the State or federal government denies any or all claims
13 submitted by County on behalf of Contractor, County will not be responsible for any payment
14 obligation and, accordingly, Contractor shall not seek payment from County and shall indemnify
15 and hold harmless County from any and all liabilities for payment of any or all of those specified
16 denied claims, except for any claims which are denied due to the fault of the County. Any
17 controversy or dispute arising from such State or federal denied claims shall be handled by
18 Contractor in accordance with the applicable State and/or federal administrative appeal process.

19 (4) Institutions for Mental Diseases: If Contractor is an Institution for Mental
20 Diseases, Contractor shall, no later than the 15th of each month, submit an invoice to the County
21 for patient days approved in writing by the County for the previous month. Said invoice shall be
22 in a form as specified by the County, and will include an itemized accounting of all charges for
23 each patient day. Invoices shall be submitted to the persons and at the address identified in
24 Paragraph X (Payment and Invoice Notifications) of this Financial Exhibit A.

25 (5) Medi-Cal Administrative Activities (MAA): To the extent that MAA is
26 identified as a Unique Funded Program in the Financial Summary, Contractor shall submit
27 claims for reimbursement for MAA by entering the eligible MAA services provided and the actual
28 time incurred rendering the MAA services into the County's MAA data base system within 30
29 days of rendering the MAA services.

30 (a) County may modify the County's MAA data base system, at any time
31 in order to comply with changes in, or interpretations of, State or Federal laws, rules, regulations,

1 manuals, guidelines, and directives. County shall notify Contractor in writing prior to
2 implementing any such modification and the reason, if known, for the modification and the
3 planned implementation date of the modification.

4 (6) Direct Charges: Contractor shall submit invoices for Direct Charges within
5 30 calendar days of the end of the month in which the eligible expense was incurred. Such
6 invoice shall be in the form and include the content specified by County for each Funded
7 Program. Invoices shall be submitted to the persons and at the address identified in Paragraph
8 X (Payment and Invoice Notifications) of this Financial Exhibit A.

9 **G. COUNTY PAYMENT FOR SERVICES RENDERED**

10 (1) General: County agrees to reimburse Contractor for services rendered
11 under Funded Programs during the term of this Agreement based on the provisional rates
12 agreed to by the County for the Initial Period, First Automatic Renewal Period and Second
13 Automatic Renewal Period, respectively, subject to all of the rules, regulations and policies
14 established by the County, State and/or Federal governments regarding payment and
15 reimbursement of services, and in accordance with the terms of this Agreement.

16 (2) County Payments: After Director's review and approval of the billing or
17 invoice, County shall provisionally pay Contractor in accordance with the following:

18 (a) County shall make good faith efforts to make payments for services
19 billed through the County's claims processing information system as soon as possible after
20 submission and approval, subject to the limitations and conditions specified in this Agreement,
21 but no later than eight (8) weeks after submission and approval. County shall make available a
22 schedule of anticipated payment dates for claims submitted by Contractor into the County's
23 claims processing information system prior to July 1 of each year.

24 (b) Payments for services or Direct Charges billed through invoices shall
25 be paid no more than 30 days after receipt of a complete and accurate invoice, subject to the
26 limitations and conditions specified in this Agreement.

27 (c) Payments for MAA will be made on a quarterly basis and will be
28 based upon actual State approval and State payment to the County of MAA claims. Only
29 Contractors who have been approved by the State to participate in and to claim reimbursement
30 for MAA and who have MAA authorized as a Unique Funded Program in their Contract are
31 permitted to claim MAA.

1 **H. BILLING AND PAYMENT LIMITATIONS**

2 (1) Provisional Payments: County payments to Contractor for performance of
3 eligible services hereunder are provisional until the completion of all settlement activities and
4 audits, as such payments are subject to future County, State and/or Federal adjustments.
5 County adjustments to provisional payments to Contractor may be based upon County's claims
6 processing information system data, Medi-Cal Administrative Activities (MAA) data base
7 information, State adjudication of Medi-Cal and Healthy Families claims files, contractual
8 limitations of this Agreement, annual cost report, application of various County, State and/or
9 Federal reimbursement limitations, application of any County, State and/or Federal policies,
10 procedures and regulations, and/or County, State or Federal audits, all of which take
11 precedence over monthly claim reimbursements. County and Contractor acknowledge that the
12 references in this paragraph represent examples only and are not intended, nor shall be
13 construed, to represent all of the circumstances or conditions that may result in adjustments to
14 provisional payments.

15 (2) Limitations on Payments to Organizational Providers: In addition all other
16 limitations provided in this Paragraph H (Billing and Payment Limitations), reimbursement to
17 Organizational Providers also shall be limited by the maximum number of allowable visits
18 stipulated in the Organizational Provider's Manual for Specialty Mental Health Services under the
19 Rehabilitation Option and Targeted Case Management Services

20 (3) Other Limitations for Certain Funded Programs: In addition to all other
21 limitations provided in this Paragraph H (Billing and Payment Limitations), reimbursement for
22 services rendered under certain Funded Programs may be further limited by rules, regulations
23 and procedures applicable only to that Funded Program. Contractor shall be familiar with said
24 rules, regulations and procedures and submit all claims in accordance therewith.

25 (4) Adjustment of Claims Based on Other Data and Information: The County
26 shall have the right to adjust claims based upon data and information that may include, but is not
27 limited to, County's claims processing information system reports, remittance advices, State
28 adjudication of Medi-Cal claims, 835 data, and Contractor's annual Cost Report, all of which
29 shall supersede and take precedence over claims.

30 (5) Adjustment of Claims for Agreement Compliance: Director, in his sole
31 discretion and at any time and without prior written notice to Contractor, may take any necessary

1 actions required to ensure that Contractor shall not be paid a sum in excess of the amount due
2 to the Contractor under the terms and conditions of this Agreement. Such actions may include,
3 but are not limited to, reimbursing claims submitted through the claims processing information
4 system at an amount less than that amount that would be calculated using Contractor's
5 requested rates, denying claims for payment; holding claims for Medi-Cal services from being
6 forwarded for adjudication by the State; and/or withholding payment of certain claims.

7 (a) Concurrent with any such action, Director shall provide Contractor
8 with written notice of the County's decision to take such action(s), including the reason(s) for the
9 action. Thereafter, Contractor may, within 15 calendar days, request reconsideration of the
10 County's decision. Contractor may request in writing, and shall receive if requested, County's
11 computations for making a determination that such action was necessary, including any
12 amount(s) held, denied or reduced.

13 (b) Upon receiving a request for reconsideration from Contractor,
14 County shall, within 15 calendar days, schedule a meeting with Contractor to consider
15 Contractor's request to reconsider its action. At said meeting, Contractor may present to the
16 County information or documentation relevant to the circumstances that led the County to take
17 such actions and may propose alternative actions.

18 (c) Within 15 calendar days of said meeting, County shall, in writing,
19 notify Contractor, of its final decision. The decision of the Director will be final.

20 (6) County Withhold of Payment for Contractor Lapse in Providing Service
21 Data: If Contractor fails to submit service data as required by County, then the County may, in
22 its discretion, withhold all or a portion of its payment until County is in receipt of complete and
23 correct service data and such service data has been reviewed and approved by Director.

24 (a) Prior to withholding payment, Director shall provide Contractor with
25 at least 30 calendar days written notice of the County's decision to withhold payment, including
26 the reason(s) for intended action and the identification of the incomplete or incorrect service
27 data. Thereafter, Contractor may, within 15 calendar days, request reconsideration of the
28 County's decision.

29 (b) Upon receiving a request for reconsideration from Contractor,
30 County shall, within 15 calendar days, schedule a meeting with Contractor to consider
31 Contractor's request to reconsider its action. At said meeting, Contractor may present to the

1 County information or documentation relevant to the circumstances that led the County to take
2 such actions and may propose a date for submitting the complete and correct data.

3 (c) Within 15 calendar days of said meeting, County shall, in writing,
4 notify Contractor, of its final decision. The decision of the Director will be final.

5 (d) Upon receipt from the Contractor of revised service data, Director
6 shall review such revised service data within 60 calendar days of receipt. Upon determination
7 that such submitted service data is complete and correct, County shall release withheld
8 payments within 30 days of such determination.

9 (7) County Denial of Payments for Lack of Documentation: Director may deny
10 payment for services when documentation of clinical work does not meet minimum State and
11 County written standards.

12 (a) Prior to denying payment, Director shall provide Contractor with at
13 least 30 calendar days' written notice of the County's decision to deny payment, including the
14 reason(s) for the intended actions. Thereafter, Contractor may, within 15 calendar days, request
15 reconsideration of the County's decision.

16 (b) Upon receiving a request for reconsideration from Contractor,
17 County shall, within 15 calendar days, schedule a meeting with Contractor to consider
18 Contractor's request to reconsider its action. At said meeting, Contractor may present to the
19 County information or documentation relevant to the circumstances that led the County to take
20 such actions and may propose alternative actions.

21 (c) Within 15 calendar days of said meeting, County shall, in writing,
22 notify Contractor of its final decision. The decision of the Director will be final.

23 (8) County Suspension of Payment for Default: Director may suspend
24 payments to Contractor, for good cause, if the Director determines that Contractor is in default
25 under any of the provisions of this Agreement.

26 (a) Except in cases of alleged fraud or similar intentional wrongdoing or
27 a reasonable good faith determination of impending insolvency, Director shall provide Contractor
28 with at least 30 calendar days' notice of such suspension, including a statement of the reason(s)
29 for such suspension. Thereafter, Contractor may, within 15 calendar days, request
30 reconsideration of Director's decision to suspend payment. Suspension of payment to
31 Contractor shall not take effect pending the results of such reconsideration process.

1 (b) Upon receiving a request for reconsideration from Contractor,
2 County shall, within 15 calendar days, schedule a meeting with Contractor to consider
3 Contractor's request to reconsider its action. At said meeting, Contractor may present to the
4 County information or documentation relevant to the circumstances that led the County to take
5 such actions and may propose alternative actions.

6 (c) Within 15 calendar days of said meeting, County shall, in writing,
7 notify Contractor of its final decision. The decision of the Director will be final.

8 (9) No Payment for Services Rendered Following Expiration/Termination of
9 Agreement: Contractor shall have no claim against County for payment of any money, or
10 reimbursement of any kind whatsoever, for any service provided by Contractor after the
11 expiration or other termination of this Agreement or any part thereof. Should Contractor receive
12 any such payment, it shall immediately notify County and shall immediately repay all such funds
13 to County. Payment by County for services rendered after expiration/termination of this
14 Agreement shall not constitute a waiver of County's right to recover such payment from
15 Contractor. This provision shall survive the expiration or other termination of this Agreement.

16 (10) Contractor agrees to hold harmless both the State and beneficiary in the
17 event County cannot or will not pay for services performed by Contractor pursuant to this
18 Agreement.

19 I. LIMITATION OF PAYMENTS BASED ON FUNDING AND BUDGETARY
20 RESTRICTIONS

21 (1) This Agreement shall be subject to any restrictions, limitations, or conditions
22 imposed by State which may in any way affect the provisions or funding of this Agreement,
23 including, but not limited to, those contained in State's Budget Act.

24 (2) This Agreement shall also be subject to any additional restrictions,
25 limitations, or conditions imposed by the Federal government which may in any way affect the
26 provisions or funding of this Agreement.

27 (3) In the event that the County's Board of Supervisors adopts, in any fiscal
28 year, a County Budget which provides for reductions in County contracts, the County reserves
29 the right to unilaterally reduce its payment obligation under this Agreement to implement such
30 Board reductions for that fiscal year and any subsequent fiscal year during the term of this
31 Agreement, and the services to be provided by the Contractor under this Agreement shall also

1 be reduced correspondingly. The County's notice to the Contractor regarding said reduction in
2 payment obligation shall be provided within thirty (30) calendar days of the Board's approval of
3 such action. Except as set forth above in this Paragraph I (3) and Paragraph J (5), the
4 Contractor shall continue to provide all of the services set forth in this Agreement.

5 (4) Notwithstanding any other provision of this Agreement, County shall not be
6 obligated for Contractor's performance hereunder or by any provision of this Agreement during
7 this or any of County's future fiscal years unless and until County's Board of Supervisors
8 appropriates funds for this Agreement in County's Budget for each such fiscal year. In the event
9 funds are not appropriated for this Agreement, then this Agreement shall terminate as of June
10 30 of the last fiscal year for which funds were appropriated. County shall notify Contractor of any
11 such non-appropriation of funds at the earliest possible date.

12 **J. CONTRACTOR PROHIBITED FROM REDIRECTION OF CONTRACTED FUNDS**

13 (1) Funds under this Agreement are provided for the delivery of mental health
14 services to eligible beneficiaries under each of the Funded Programs identified in the Financial
15 Summary (Attachment III). Each Funded Program has been established in accordance with the
16 requirements and restrictions imposed by each respective County, State and/or Federal payer
17 source contributing to the Funded Program.

18 (2) Contractor may not redirect funds from one Funded Program to another
19 Funded Program, nor redirect funds from one Program Amount to another Program Amount
20 within a Funded Program, except through a duly executed amendment to this Agreement or as
21 provided in Paragraph B (4) of the Financial Exhibit A with regard to shift of funds.

22 (3) Contractor may not charge services delivered to an eligible beneficiary
23 under one Funded Program to another Funded Program unless the recipient is also an eligible
24 beneficiary under the second Funded Program. When a recipient of services is an eligible
25 beneficiary under more than one Funded Program, Contractor shall charge the services to the
26 Funded Program under which the County shall receive maximum reimbursement from non-
27 County sources, provided that Contractor has available funds under the appropriate Funded
28 Program.

29 (4) Contractor also shall not charge services delivered to an eligible beneficiary
30 for Medi-Cal/Healthy Families to the Non-Medi-Cal/Indigent Program Amount except in such
31 cases where a client's eligibility for benefits is being established or determined. Upon confirming

1 that said client is approved for Medi-Cal/Healthy Families benefits, or in such case that the
2 County may determine that a service paid originally through the Non-Medi-Cal/Indigent Program
3 Amount was to a client approved for Medi-Cal/Healthy Families, Contractor shall void the original
4 claims for services provided on or after the effective date that Medi-Cal/Healthy Family services
5 became eligible for reimbursement, and resubmit such claims for Medi-Cal/Healthy Families
6 under the correct Funded Program.

7 (5) Contractor shall be responsible for delivering services to clients to the
8 extent that funding is provided by the County. Where Contractor determines that services to
9 clients can no longer be delivered, Contractor shall provide 30 days prior written notice to
10 County. Contractor shall thereafter refer clients to County or to another appropriate Contractor.

11 (a) Contractor shall not be required to provide the notice required under
12 this Paragraph J (5) if the County reduces funding to the Contractor under Paragraph I
13 (Limitation of Payments Based on Funding and Budgetary Restrictions) whether such reductions
14 occur at the beginning or during a fiscal year. In addition, if County reduces or eliminates
15 funding for a specific Funded Program, or portion thereof, Contractor shall not be responsible for
16 continuing services for those clients served by the Funded Program, or portion thereof.

17 **K. COUNTY'S RIGHT TO RE-ALLOCATE UNDERUTILIZED FUNDS**

18 (1) County and Contractor may by written amendment reduce programs or
19 services and revise the applicable Maximum Contract Amount. The Director shall provide 15
20 business days prior written notice of such funding changes to Contractor, including any changes
21 in the amount of services to be received by County, to Contractor, DMH Contracts Development
22 and Administration Division, and to County's Chief Executive Officer. Any such change in any
23 applicable Maximum Contract Amount shall be effected by an administrative amendment to this
24 Agreement by Director; and

25 (2) Notwithstanding Paragraph K (1), if the County in its sole discretion
26 determines from a review of Contractor's service and billing records that a significant portion of
27 the funds provided for services under this Agreement will be underutilized in any period of the
28 Agreement term, then the Director shall provide 15 business days prior written notification to
29 Contractor of County's intent to reallocate underutilized funds by the moving of such funds into
30 another program budget category for the same period on the Financial Summary (Attachment III)
31 within this Agreement, and/or reallocate such funds into another DMH Legal Entity Agreement

1 with another contract provider that readily provides for the efficient use of such funds before the
2 expiration of the same period in this Agreement. This written notification is to include an
3 explanation of how the County reached the conclusion that Contractor is underutilizing funds;
4 copies of relevant data, such as but not limited to County information system reports that County
5 used in making this decision; the nature and amount of funding changes to Contractor; and any
6 changes in the amount of services to be received by County.

7 In the event Contractor believes that an adjustment authorized under this
8 provision is unjustified, Contractor may, within the 15 business day notice period, so notify the
9 Director in writing, and request a meeting with County to review County's documentation that
10 Contractor will be underutilizing a significant portion of its Maximum Contract Amount. Any such
11 meeting shall be held within 30 calendar days of the initial written notification. If Contractor fails
12 to meet with County in this period of time, Contractor is deemed to have waived its opportunity to
13 meet with County and accepts County recommended changes to its Maximum Contract Amount.

14 If, thereafter, it is still determined that a significant portion of the Maximum
15 Contract Amount will be underutilized the County shall reallocate such funds, as provided above.
16 Director shall provide final prior written notice of such funding changes to Contractor, including
17 any changes in the amount of services to be received by County, to Contractor, DMH Contracts
18 Development and Administration Division, and to County's Chief Executive Office and the
19 determination of the Director will be final. Any such change in any applicable Maximum Contract
20 Amount shall be effected by an administrative amendment to this Agreement by Director.
21 Changes that are based on one-time circumstances will be applicable to the current contract
22 year only and shall not result in reductions (or increases) of Maximum Contract Amounts in
23 subsequent years, while changes that are based on clearly documented ongoing historical
24 trends may result in ongoing reductions (or increases) of Maximum Contract Amounts in
25 subsequent years.

26 The determination by the Director shall be effective upon the receipt of such
27 final prior written notice by Contractor and the changes to funding and services shall be
28 incorporated into this Agreement as of the date of receipt. Contractor understands and agrees
29 that its Maximum Contract Amount may be reduced as a result of the adjustments authorized by
30 this provision, and further acknowledges that County has relied upon this flexibility in establishing

1 the Maximum Contract Amount for this Agreement. By executing this Agreement, Contractor
2 specifically consents to the prospective adjustments set forth in this provision.

3 **L. LIMITATION ON COUNTY'S FINANCIAL RESPONSIBILITY FOR PAYMENT OF**
4 **SERVICES UNDER TITLE XIX SHORT-DOYLE/MEDI-CAL SERVICES, MEDI-CAL**
5 **ADMINISTRATIVE ACTIVITIES AND/OR TITLE XXI HEALTHY FAMILIES**

6 (1) If, under this Agreement, Contractor has Funded Programs that include
7 Title XIX Short-Doyle/Medi-Cal services, Medi-Cal Administrative Activities, and/or Title XXI
8 Healthy Families services, Contractor shall certify annually, no later than July 10 of each year, in
9 writing that all necessary documentation will exist at the time any claims for Title XIX Short-
10 Doyle/Medi-Cal services and/or Medi-Cal Administrative Activities, and/or Title XXI Healthy
11 Families are submitted by Contractor to County.

12 Contractor shall be solely liable and responsible for all service data and
13 information submitted by Contractor.

14 (2) Contractor acknowledges and agrees that the County, in undertaking the
15 processing of claims and payment for services rendered under this Agreement for these
16 Funded Programs, does so as the Mental Health Plan for the State and federal governments.

17 (3) Contractor shall submit to County all Title XIX Short-Doyle/Medi-Cal and/or
18 Medi-Cal Administrative Activities, and/or Title XXI Healthy Families claims or other State
19 required claims data within the time frame(s) prescribed by this Agreement to allow the County
20 to meet the timeframes prescribed by the State and Federal governments. County shall have no
21 liability for Contractor's failure to comply with the time frames established under this Agreement
22 and/or State and Federal time frames, except to the extent that such failure was through no fault
23 of Contractor.

24 (4) County, as the Mental Health Plan, shall submit to the State in a timely
25 manner claims for Title XIX Short-Doyle/Medi-Cal services and/or Medi-Cal Administrative
26 Activities, and/or Title XXI Healthy Families services only for those services/activities identified
27 and entered into the County's claims processing information system and/or into the Medi-Cal
28 Administrative Activities data base system, as appropriate, which are compliant with State and
29 federal requirements. County shall make available to Contractor any subsequent State
30 approvals or denials of such claims within 30 days of receipt thereof.

1 (5) Contractor acknowledges and agrees that County's final payment for
2 services and activities claimed by Contractor for Title XIX Short-Doyle/Medi-Cal services and/or
3 Medi-Cal Administrative Activities, and/or Title XXI Healthy Families services is contingent upon
4 reimbursement from the State and federal governments and that County's provisional payment
5 for said services does not render County in any way responsible for payment of, or liable for,
6 Contractor's claims for payment for these services.

7 (6) Contractor's ability to retain payment for such services and/or activities is
8 entirely dependent upon Contractor's compliance with all laws and regulations related to
9 same.

10 (7) Notwithstanding any other provision of this Agreement, Contractor shall
11 hold County harmless from and against any loss to Contractor resulting from the denial or
12 disallowance of claims for or any audit disallowances related to said services by the County,
13 State or federal governments, or other applicable payer source, unless the denial or
14 disallowance was due to the fault of the County.

15 (8) Contractor shall repay to County the amount paid by County to Contractor
16 for Title XIX Short-Doyle/Medi-Cal and/or Medi-Cal Administrative Activities, and/or Title XXI
17 Healthy Families services/activities which are subsequently denied or disallowed by the County,
18 State, and/or Federal governments. In no event shall County be liable or responsible to
19 Contractor for any State approved Title XIX Short-Doyle/Medi-Cal and/or Medi-Cal
20 Administrative Activities, and/or Title XXI Healthy Families services/activities that are
21 subsequently denied or disallowed by County, State, and/or Federal governments unless the
22 denial or disallowance was due to the fault of the County.

23 (9) Notwithstanding any other provision of this Agreement, Contractor agrees
24 that the County may offset future payments to the Contractor and/or demand repayment from
25 Contractor when amounts are owed to the County pursuant to Subparagraphs (7) and (8) above.
26 Such demand for repayment and Contractor's repayment shall be in accordance with Paragraph
27 S (Method of Payments for Amounts Due to County) of this Agreement.

28 (10) Contractor shall comply with all written instructions provided to Contractor
29 by Director, State or other applicable payer source regarding claiming and documentation.

1 (11) Nothing in this Paragraph L shall be construed to limit Contractor's rights to
2 appeal State and Federal settlement and/or audit findings in accordance with the applicable
3 State and Federal regulations.

4 **M. PATIENT/CLIENT ELIGIBILITY, UMDAP FEES, THIRD PARTY REVENUES,**
5 **AND INTEREST**

6 (1) Contractor shall comply with all County, State, and Federal requirements
7 and procedures relating to:

8 (a) The determination and collection of patient/client fees for services
9 hereunder based on the Uniform Method of Determining Payment (UMDAP), in accordance with
10 the State Department of Mental Health guidelines and Welfare and Institutions Code Sections
11 5709 and 5710.

12 (b) The eligibility of patients/clients for Short-Doyle/Medi-Cal, Medicare,
13 private insurance, or other third party revenue, and the collection, reporting and deduction of all
14 patient/client and other revenue for patients/clients receiving services hereunder. Contractor
15 shall pursue and report collection of all patient/client and other revenue.

16 (2) All fees paid by patients/clients receiving services under this Agreement
17 and all fees paid on behalf of patients/clients receiving services hereunder shall be utilized by
18 Contractor only for the delivery of mental health service/activities specified in this Agreement.

19 (3) Contractor may retain unanticipated revenue, which is not shown in
20 Contractor's Negotiation Package for this Agreement, for a maximum period of one Fiscal Year,
21 provided that the unanticipated revenue is utilized for the delivery of mental health
22 services/activities specified in this Agreement. Contractor shall report the expenditures for the
23 mental health services/activities funded by this unanticipated revenue in the Annual Cost Report
24 submitted by Contractor to County.

25 (4) Contractor shall not retain any fees paid by any sources for, or on behalf of,
26 Medi-Cal beneficiaries without deducting those fees from the cost of providing those mental
27 health services for which fees were paid.

28 (5) Contractor may retain any interest and/or return which may be received,
29 earned or collected from any funds paid by County to Contractor, provided that Contractor shall
30 utilize all such interest and return only for the delivery of mental health services/activities
31 specified in this Agreement.

1 (6) Failure of Contractor to report in all its claims and in its Annual Cost Report
2 all fees paid by patients/clients receiving services hereunder, all fees paid on behalf of
3 patients/clients receiving services hereunder, all fees paid by third parties on behalf of Medi-Cal
4 beneficiaries receiving services and/or activities hereunder, all unanticipated revenue not shown
5 in Contractor's Negotiation Package for this Agreement, and all interest and return on funds paid
6 by County to Contractor, shall result in:

7 (a) Contractor's submission of a revised claim statement showing all
8 such non-reported revenue.

9 (b) A report by County to SDMH of all such non-reported revenue
10 including any such unreported revenue paid by any sources for or on behalf of Medi-Cal
11 beneficiaries.

12 (c) Any appropriate financial adjustment to Contractor's reimbursement.

13 **N. CASH FLOW ADVANCE IN EXPECTATION OF SERVICES/ACTIVITIES TO BE**
14 **RENDERED**

15 (1) The Maximum Contract Amount for each period of this Agreement includes
16 Cash Flow Advance (CFA) which is an advance of funds to be repaid by Contractor through
17 direct payment of cash and/or through the provision of appropriate services/activities under this
18 Agreement during the applicable period.

19 (2) For each month of each period of this Agreement, County will reimburse
20 Contractor based upon Contractor's submitted claims for rendered services/activities subject to
21 claim edits, and future settlement and audit processes. However, for each month of the first
22 three (3) or five (5) months, of the Initial Term, the First Automatic Renewal Period, or the
23 Second Automatic Renewal Period, Contractor may request in writing from County a monthly
24 County General Fund Cash Flow Advance as herein described.

25 (3) Cash Flow Advance shall consist of, and shall be payable only from, the
26 Maximum Contract Amount for the particular fiscal year in which the related services are to be
27 rendered and upon which the request(s) is (are) based.

28 (4) Cash Flow Advance is intended to provide cash flow to Contractor
29 pending Contractor's rendering and billing of eligible services/activities, as identified in DMH
30 Legal Entity Agreement Paragraph 5 (DESCRIPTION OF SERVICES/ACTIVITIES), and
31 County payment thereof. Contractor may request each monthly Cash Flow Advance only for

1 such services/activities and only to the extent that there is no reimbursement from any public
2 or private sources for such services/activities.

3 (5) No Cash Flow Advance will be given if a Contractor has not been certified
4 as an eligible Medi-Cal service provider unless otherwise agreed to by County.

5 (6) Cash Flow Advance Request Letter: For each month for which Contractor
6 is eligible to request and receive a CFA, Contractor must submit to the County a letter requesting
7 a CFA and the amount of CFA Contractor is requesting.

8 (a) In order to be eligible to receive a CFA, the letter requesting a CFA
9 must be received by County on or before the 15th of that month (i.e., for the month of July 2009,
10 the request must be received by July 15, 2009).

11 i. If the letter requesting CFA is received by the County from the
12 Contractor after the 15th of the month, Contractor will not be eligible to receive a CFA for that
13 month.

14 (b) The signed letter requesting a CFA must be sent via mail, fax or
15 email (PDF file) to the Department of Mental Health Financial Services Bureau – Accounting
16 Division, Provider Reimbursement Unit (PRU).

17 i. PRU staff will determine whether Contractor is eligible to have
18 its request considered based on the date the request letter is received by PRU and not the date
19 on the request letter.

20 (c) Upon receipt of a request, Director, in his sole discretion, shall
21 determine whether to approve the CFA and, if approved, whether the request is approved in
22 whole or in part.

23 i. If a CFA is not approved, Director will notify Contractor within
24 10 business days of the decision, including the reason(s) for non-approval. Thereafter,
25 Contractor may, within 15 calendar days, request reconsideration of the decision.

26 (7) Reduction of Cash Flow Advance Amount by Actual Adjudicated Claims:
27 The Cash Flow Advance amount available to Contractor for any particular month will be reduced
28 by County payments of claims received from Contractor. The County's claims payment process
29 is initiated immediately upon County receipt from Contractor of a reimbursement claim.

30 /

31 /

1 (8) Business Rules for the Determination of the Maximum Amount of the
2 Cash Flow Advance Request:

3 (a) For each of the first three months of each period that this
4 Agreement is in effect, Contractor may request in writing from County a monthly County General
5 Fund CFA for any funds which may be part of the Maximum Contract Amount for such period as
6 identified in the Financial Summary. Contractor shall specify in its request the amount of the
7 monthly CFA it is requesting, not to exceed \$_____per month. The total CFA for the three
8 (3) months shall not exceed \$_____. In no event shall the monthly CFA requested
9 by Contractor exceed 1/12th of Maximum Contract Amount as identified on the Financial
10 Summary, or 1/12th of the annualized Maximum Contract Amount if period includes only a partial
11 fiscal year.

12 (b) In addition to the amounts in Paragraph N (8) (a) above, if Contractor
13 provides EPSDT Short-Doyle/Medi-Cal services as part of this Agreement, Contractor may
14 request in writing from County a monthly County General Fund CFA for any EPSDT Title XIX
15 Medi-Cal funds that may be part of the Maximum Contract Amount for such fiscal year for two
16 additional months. Contractor shall specify in its request the amount of the monthly CFA it is
17 requesting, not to exceed \$_____per month for each of the two (2) additional
18 consecutive months. The total CFA for the two (2) additional consecutive months shall not
19 exceed \$_____.

20 (9) Recovery of Cash Flow Advances: If Contractor has received any CFA
21 pursuant to this Paragraph N (Cash Flow Advance In Expectation of Services/Activities To Be
22 Rendered), then recovery from Contractor's monthly claims shall be made through cash
23 payment made by Contractor to County and/or County offsets to County payment(s) of
24 Contractor's approved claim(s) as follows:

25 (a) Generally, when Contractor rendering services at a level that would
26 indicate it will utilize all or a substantial portion of its Maximum Contract Amount, County initiates
27 recovery of the CFA balance, if any, for a particular Fiscal Year in July following the close of
28 such Fiscal Year or at such time as payments to Contractor, including the CFA, reach the
29 Maximum Contract Amount. Such recovery is initiated through the Contractor's rendering and
30 submitting of appropriate services and activities into the County's claims processing information
31 system and/or the submission of invoices for direct charges. The determination to begin

1 recovery of CFA balance in July of the following fiscal year, or at such time as payments to
2 Contractor, including the CFA, reach the Maximum Contract Amount, is based on the
3 presumption that when a contractor is meeting its contractual levels, then the Contractor will
4 have rendered sufficient services/activities and entered such services/activities into the County's
5 claims processing information system by September 30 following the end of the fiscal year.
6 September 30 is the date by which all or a substantial portion of the Contractor's prior Fiscal
7 Year's claims should have been received from Contractor and processed by County.

8 (b) If at any time during the Fiscal Year, County determines that
9 Contractor is not rendering services at a level that would utilize all of its Maximum Contract
10 Amount, County may initiate recovery of the CFA as specified in Subparagraph (a) above prior to
11 July 1. If County intends to initiate recovery of the CFA prior to July 1, County will give
12 Contractor 30 calendar days prior written notice, including the reason(s) for the intended actions,
13 to ensure Contractor renders and submits sufficient services/activities to have repaid all, or a
14 substantial portion of the CFA, by September 30 following the Fiscal Year close. Contractor
15 may, within 15 calendar days of the receipt of County's written notice, request reconsideration of
16 the County's decision.

17 (c) Should a Contractor have any remaining CFA balance for a
18 particular Fiscal Year on September 30 following the close of such Fiscal Year, Contractor
19 repayment of the remaining CFA balance shall be conducted as specified in this Financial
20 Exhibit A (FINANCIAL PROVISIONS), Paragraph S (Method of Payments for Amounts Due to
21 County) unless otherwise agreed to by County. County will recover all CFA balances, if any, for
22 a particular Fiscal Year no later than March 31 following the close of such Fiscal Year.

23 (10) When Contractor's Cash Flow Advance balance is zero in any fiscal year of
24 the Term of this Agreement, any County and/or State and/or Federal government(s) approved
25 Contractor reimbursement claims for eligible services/activities will be disbursed in accordance
26 with the terms and conditions of this Agreement.

27 (11) Should Contractor request and receive CFA, Contractor shall exercise cash
28 management of such CFA in a prudent manner.

29 (12) CFA for IMD, PHF and Mental Health Rehabilitation Center Contractors
30 Only: The amount of a Cash Flow Advance payment shall be based on the average daily
31 census for the last two available months of the preceding fiscal year.

1 **O. ANNUAL COST REPORTS**

2 (1) For each Fiscal Year or portion thereof that this Agreement is in effect,
3 Contractor shall provide County with two copies of an accurate and complete annual cost report,
4 with a statement of expenses and revenue, by the due date specified in Paragraph O (4) of this
5 Financial Exhibit A.

6 (2) An accurate and complete annual cost report (Annual Cost Report) shall be
7 defined as a cost report which is completed to the best of the ability of Contractor on such forms
8 or in such formats as specified by the County and consistent with such instructions as the
9 County may issue and is based on the best available data.

10 (3) The Annual Cost Report will be comprised of a separate set of forms for the
11 County and State based on the Financial Summary applicable to the Fiscal Year.

12 (4) The Annual Cost Report will be due on September 15th for the fiscal year
13 ending on the previous June 30th or 75 days following the expiration or termination date of this
14 Agreement, whichever occurs earlier. Should the due date fall on a weekend, such report will be
15 due on the following business day.

16 (a) Failure by Contractor to submit an Annual Cost Report within 30
17 calendar days after the due date specified in this Paragraph O (Annual Cost Reports),
18 Subparagraph (4) above, shall constitute a breach of this Agreement.

19 i. In addition to, and without limiting, any other remedy available
20 to the County for such breach, County may undertake any or all of the following to remedy such
21 breach:

22 A) In such instance that Contractor does not submit an
23 annual cost report(s) by such 30 calendar days after the applicable due date specified in
24 Paragraph O (Annual Cost Reports), Subparagraph (4), then all amounts covered by the
25 outstanding annual cost report(s) and paid by County to Contractor for the Fiscal Year for which
26 the annual cost report(s) is (are) outstanding shall be due by Contractor to County. Contractor
27 shall pay County according to the method described in this Financial Exhibit A (FINANCIAL
28 PROVISIONS), Paragraph S (Method of Payments for Amounts Due to County). Such payments
29 shall be submitted to the persons and at the address identified in Paragraph X (Payment and
30 Invoice Notifications) of this Financial Exhibit A. (B) If this Agreement is automatically
31 renewed as provided in DMH Legal Entity Agreement Paragraph 1 (TERM), then County may

1 opt to suspend payments to Contractor under this Agreement until the Annual Cost Report(s) is
2 (are) submitted. County shall give Contractor at least 15 business days written notice of its
3 intention to suspend payments hereunder, including the reason(s) for its intended action.
4 Thereafter, Contractor shall have 15 business days either to correct the deficiency, or to request
5 reconsideration of the decision to suspend payments. Payments to Contractor shall not be
6 suspended during said 15 business days provided to correct the deficiency or, if reconsideration
7 is requested, pending the results of the reconsideration process.

8 (b) Failure by the Contractor to submit an Annual Cost Report(s) by the
9 due date specified in this Subparagraph (4) will result in damages being sustained by the
10 County. County and Contractor agree that it will be impracticable or extremely difficult to fix the
11 extent of actual damages resulting from the failure of the Contractor to submit its Annual Cost
12 Report(s) to the County under this Paragraph. The County and Contractor hereby agree that a
13 reasonable estimate of said damages is \$100 per day for each day that the Contractor fails to
14 submit to the County by the due date.

15 i. Liquidated damages shall be assessed separately on each
16 outstanding Annual Cost Report.

17 ii. Liquidated damages shall be assessed commencing on
18 September 16th or on the seventy-sixth day following the expiration or earlier termination of this
19 Agreement and shall continue until the outstanding Annual Cost Report(s) is (are) received.

20 iii. Upon written request from the County, Contractor shall, within
21 30 days, submit to the County payment for said damages. Said Payment shall be submitted to
22 the persons and at the address identified in Paragraph X (Payment and Invoice Notifications) of
23 this Financial Exhibit A.

24 iv. Contractor may ask that liquidated damages not be assessed
25 by sending a written request for an extension to submit the Annual Cost Report to the Director
26 no later than thirty (30) days prior to the due date specified in this Subparagraph (4). The
27 decision to grant an extension without assessing liquidated damages in accordance with this
28 Paragraph O (4) (b) shall be at the sole discretion of the Director.

29 (5) Each Annual Cost Report shall be prepared by Contractor in accordance
30 with the Centers for Medicare and Medicaid Services' Publications #15-1 and #15-2; "The
31 Provider Reimbursement Manual Parts 1 and 2;" the State's Cost Reporting/Data Collections

1 (CR/DC) Manual; and for organizational providers in the Mental Health Specialty Services Mental
2 Health Plan' service provider network, the "Los Angeles County DMH Organizational Provider's
3 Manual for Specialty Mental Health Services under the Rehabilitation Option and Targeted Case
4 Management;" and any other written guidelines that shall be provided to Contractor at the Cost
5 Report training, to be conducted by County on or before June 30 of the Fiscal Year for which the
6 Annual Cost Report is to be prepared.

7 (a) Attendance by Contractor at the County's Cost Report Training is
8 mandatory.

9 (b) Failure by the Contractor to attend the Cost Report Training shall be
10 considered a breach of this Agreement that will result in damages being sustained by the
11 County. County and Contractor agree that it will be impracticable or extremely difficult to fix the
12 extent of actual damages resulting from the failure of the Contractor to attend the Cost Report
13 Training. The County and Contractor hereby agree that a reasonable estimate of said damages
14 is \$100 per occurrence. Therefore, County may, in its sole discretion, assess liquidated
15 damages in the amount of \$100 for Contractor's non-attendance at the Cost Report Training.
16 Said Payment shall be submitted to the persons and at the address identified in Paragraph X
17 (Payment and Invoice Notifications) of this Financial Exhibit A.

18 (6) Upon written notification from the Director that its Annual Cost Report
19 contains errors or inaccuracies, Contractor shall, within 30 calendar days, correct such errors
20 and inaccuracies and resubmit its Annual Cost Report.

21 (a) If Contractor fails to correct inaccuracies in annual cost report within
22 thirty (30) calendar days after receipt of written notification from the Director and said
23 inaccuracies result in the loss of reimbursement to the County for claimable amounts that were
24 paid to Contractor, Contractor must return back to the County the amount of lost reimbursement
25 that the County could have claimed if the inaccuracy was corrected by Contractor.

26 i. Upon written notice from the County, Contractor shall have
27 thirty (30) calendar days to make payment to the County in the amount specified by the County.
28 Said payment shall be submitted to the persons and at the address identified in Paragraph X
29 (Payment and Invoice Notifications) of this Financial Exhibit A.

30 (7) Contractor shall be solely responsible for any loss incurred by County due
31 to Contractor's failure to comply with County and State cost report requirements.

1 **P. OTHER REQUIREMENTS FOR CONTRACTORS PROVIDING TITLE XIX**
2 **SHORT-DOYLE/MEDI-CAL SERVICES, MEDI-CAL ADMINISTRATIVE ACTIVITIES AND/OR**
3 **TITLE XXI HEALTHY FAMILIES SERVICES**

4 (1) Contractor shall maintain records documenting all Title XIX
5 Short-Doyle/Medi-Cal services and/or Medi-Cal Administrative Activities, and/or Title XXI Healthy
6 Families services for a period of seven (7) years from the end of the Fiscal Year in which such
7 services were provided or until three years after final resolution of any audits or appeals,
8 whichever occurs later.

9 (2) Contractor shall complete and certify, in accordance with State and County
10 instructions, and provide DMH with two (2) copies of an accurate and complete Title XIX
11 Short-Doyle/Medi-Cal Reconciliation Report at the legal entity level by the due date set by the
12 State for the applicable fiscal year. The due date is approximately 16 months after the close of
13 the fiscal year.

14 (a) Should Contractor fail to provide County with the Title XIX Short-
15 Doyle/Medi-Cal Reconciliation Report by the due date, then Director, in his sole discretion, shall
16 determine which State approved Short-Doyle/Medi-Cal services shall be used by County for
17 completion of the Title XIX Short-Doyle/Medi-Cal Reconciliation Report.

18 (b) Contractor shall hold County harmless from and against any loss to
19 Contractor resulting from the Contractor's failure to provide County with the Title XIX Short-
20 Doyle/Medi-Cal Reconciliation Report and County's subsequent determination of which State-
21 approved Short Doyle/Medi-Cal services to use for completion of the Title XIX Short-Doyle/Medi-
22 Cal Reconciliation Report for the Contractor.

23 **Q. PRE-AUDIT FINAL COST REPORT SETTLEMENT**

24 (1) Based on the Annual Cost Report(s) submitted pursuant to this Financial
25 Exhibit A (FINANCIAL PROVISIONS) Paragraph O (Annual Cost Reports), at the end of each
26 Fiscal Year or portion thereof that this Agreement is in effect, the State and County will perform a
27 pre-audit final cost report settlement.

28 (2) Such settlement will be subject to the terms and conditions of this
29 Agreement and any other applicable State and/or federal statutes, regulations, policies,
30 procedures and/or other requirements pertaining to cost reporting and settlements for Title XIX

1 Short-Doyle/Medi-Cal and Medi-Cal Administrative Activities, and Title XXI Healthy Families, and
2 other applicable federal and/or State programs.

3 (a) Contractors who select the Negotiated Rate Methodology for
4 reimbursement are subject to a partial recovery of Federal Financial Participation (FFP) and
5 State General Fund local match for EPSDT Medi-Cal services if actual costs are less than the
6 reimbursement under negotiated rates. Additionally, negotiated rate reimbursements are subject
7 to a partial recovery by County for County General Fund local match used to draw down the
8 FFP, if any, recovered by the State. This partial recovery is a retrospective cost settlement
9 which shares equally with the Federal, State and County governments the portion of the
10 negotiated rate reimbursement that exceeds actual cost in the aggregate by legal entity.

11 (3) County shall issue its pre-audit cost report settlement findings no later than
12 120 calendar days after the receipt by County from the State of the State's Final Cost Report
13 Settlement package for a particular fiscal year.

14 (a) As part of its pre-audit cost report settlement findings, County shall
15 identify any amounts due to Contractor by the County or due from the Contractor to the County.

16 (b) Upon issuance of the County's pre-audit cost report settlement
17 findings, Contractor may, within 30 calendar days, submit a written request to the County for
18 review of the pre-audit cost report settlement findings.

19 i. Upon receipt by County of the Contractor's written request,
20 the County shall, within 30 calendar days, meet with the Contractor to review the pre-audit cost
21 report settlement and to consider any documentation or information presented by the Contractor.
22 Contractor may waive such meeting and elect to proceed based on written submission at its
23 sole discretion.

24 ii. Within 30 calendar days of the meeting specified in (i) above,
25 or if no meeting is requested, within 30 calendar days of the issuance of the County's pre-audit
26 cost report settlement findings, County shall issue a final pre-audit cost report settlement finding
27 to the Contractor including confirming or adjusting any amounts due to Contractor by the County
28 or due from Contractor to the County.

29 (4) In the event that the pre-audit cost report settlement finding indicates that
30 the Contractor is due payment from the County, County shall make payment to Contractor within
31 30 calendar days following the expiration of the date to request a review as specified in

1 Subparagraph (3) (b) above or issuance of the final pre-audit cost report settlement finding as
2 specified in Subparagraph (3) (b) ii. above, whichever is later.

3 (5) In the event that the pre-audit cost report settlement finding indicates that
4 the Contractor owes payments to the County, Contractor shall make payment to the County in
5 accordance with the terms of Paragraph S (Method of Payments for Amounts Due to County) of
6 this Financial Exhibit A (Financial Provisions). Said payment shall be submitted to the persons
7 and at the address identified in Paragraph X (Payment and Invoice Notifications) of this Financial
8 Exhibit A.

9 (6) Regardless of any other provision of this Paragraph Q, reimbursement to
10 Contractor shall not exceed the Maximum Contract Amount and shall not exceed the Maximum
11 Program Amount for each Funded Program, as identified on the Financial Summary (Attachment
12 III).

13 **R. AUDITS, AUDIT APPEALS AND POST-AUDIT SHORT-DOYLE/MEDI-CAL**
14 **FINAL SETTLEMENT**

15 (1) At any time during the term of this Agreement or after the expiration or
16 termination of this Agreement, in accordance with State and federal law including but not limited
17 to the California Welfare and Institutions Code (WIC) Sections 14170 et seq., authorized
18 representatives from the County, State or federal governments may conduct an audit of
19 Contractor regarding the services/activities provided under this Agreement.

20 (2) Settlement of audit findings will be conducted according to the auditing
21 party's procedures in place at the time of the audit.

22 (3) In the case of a State Short-Doyle/Medi-Cal (SD/MC) audit, the State and
23 County will perform a post-audit Short-Doyle/Medi-Cal settlement based on State audit findings.
24 Such settlement will take place when the State initiates its settlement action, which customarily is
25 after the issuance of the audit report by the State and before the State's audit appeal process.

26 (a) If the auditing party stays its collection of any amounts due or
27 payable because of the audit findings, County will also stay its settlement of the same amounts
28 due or payable until the responsible auditing party initiates its settlement action with County.

29 (b) County shall follow all applicable Federal laws, regulations manuals,
30 guidelines and directives in recovering from Contractor any federal over-payment.

1 (c) County shall issue an invoice to Contractor for any amount due
2 County no later than ninety (90) calendar days after the State issues its settlement letter to the
3 County. Contractor shall make payment to the County in accordance with the terms of
4 Paragraph S (Method of Payments for Amounts Due to County) of this Financial Exhibit A
5 (Financial Provisions). Said payment shall be submitted to the persons and at the address
6 identified in Paragraph X (Payment and Invoice Notifications) of this Financial Exhibit A.

7 (4) Contractor may appeal any such audit findings in accordance with the audit
8 appeal process established by the party performing the audit.

9 (a) For Federal audit exceptions, Federal audit appeal processes shall
10 be followed.

11 (b) Contractor may appeal the State audit findings in conformance with
12 provisions of Sections 51016 et seq. of Title 22 of the California Code of Regulations. Such
13 appeals must be filed through County. County shall notify Contractor of State appeal deadlines
14 after County's receipt from State of the audit report.

15 (c) If at any time the Appeal process results in a revision to the audit
16 findings, and the State recalculates the final settlement of the Short-Doyle/Medi-Cal cost report
17 for a particular year and settles with County, County will perform a post-audit Short-Doyle/Medi-
18 Cal re-computed final settlement after the State's issues its revised settlement with the County,
19 based on such recomputed final settlement.

20 i. If the re-computed final settlement results in amounts due to
21 Contractor by the County, County shall make such payments to Contractor within 30 calendar
22 days of issuing the revised settlement amount to the Contractor.

23 ii. If the re-computed final settlement results in amounts due
24 from Contractor to the County, Contractor shall make payment to the County in accordance with
25 the terms of Paragraph S (Method of Payments for Amounts Due to County) of this Financial
26 Exhibit A (Financial Provisions). Said payment shall be submitted to the persons and at the
27 address identified in Paragraph X (Payment and Invoice Notifications) of this Financial Exhibit A.

28 (5) Notwithstanding any other provisions of this Agreement, if Contractor
29 appeals any audit report, the appeal shall not prevent the County from recovering from
30 Contractor any amount owed by Contractor that the State has recovered from County.

1 (6) Should the auditing party be the County, Contractor will have thirty (30)
2 calendar days from the date of the audit report within which to file an appeal with County. The
3 letter providing the Contractor with notice of the audit findings shall indicate the persons and
4 address to which the appeal should be directed. County shall consider all information and
5 argument provided by Contractor with its appeal, and will issue its decision on the appeal after
6 such consideration. Such decision is final. County will issue an invoice for any amount due
7 County fifteen calendar days (15) after County has notified Contractor of the County's audit
8 appeal findings. Contractor shall make payment to the County in accordance with the terms of
9 Section S (Payment of Amounts Due to County) of this Financial Exhibit A (Financial Provisions).
10 Said payment shall be submitted to the persons and at the address identified in Paragraph X
11 (Payment and Invoice Notifications) of this Financial Exhibit A.

12 **S. METHOD OF PAYMENTS FOR AMOUNTS DUE TO COUNTY**

13 (1) Within ten (10) business days after written notification by County to
14 Contractor of any amount due by Contractor to County, Contractor shall notify County as to
15 which of the following five payment options Contractor requests be used as the method by which
16 such amount shall be recovered by County. Any such amount shall be:

17 (a) paid in one cash payment by Contractor to County;

18 (b) deducted from future claims over a period not to exceed three
19 months;

20 (c) deducted from any amounts due from County to Contractor whether
21 under this Agreement or otherwise;

22 (d) paid by cash payment(s) by Contractor to County over a period not
23 to exceed three months; or

24 (e) a combination of any or all of the above.

25 (2) If Contractor does not so notify County within such ten days, or if Contractor
26 fails to make payment of any such amount to County as required, then Director, in his sole
27 discretion, shall determine which of the above five payment options shall be used by County for
28 recovery of such amount from Contractor.

29 **T. INTEREST CHARGES ON DELINQUENT PAYMENTS**

30 (1) If Contractor, without good cause as determined in the sole judgment of
31 Director, fails to pay County any amount due to County under this Agreement within 60 calendar

1 days after the due date, then Director, after written notice to Contractor, may assess interest
2 charges on such late payment.

3 (a) The amount of said interest charge shall be calculated at a rate
4 equal to County's Treasury Pool Rate, as determined by County's Auditor-Controller, on the
5 delinquent amount due commencing on the sixty-first calendar day after the due date.

6 (2) Contractor shall have an opportunity to present to the Director information
7 bearing on the issue of whether there is a good cause justification for Contractor's failure to pay
8 County within 60 calendar days after the due date.

9 (3) The interest charges shall be: (1) paid by Contractor to County by cash
10 payment upon demand and/or (2) at the sole discretion of Director, deducted from any amounts
11 due to Contractor by County whether under this Agreement or otherwise.

12 **U. FINANCIAL SOLVENCY**

13 (1) Contractor shall maintain adequate provisions against the risk of insolvency
14 at all times.

15 (2) Contractor shall maintain adequate provisions to meet the solvency/working
16 capital criteria specified in the DMH's financial responsibility requirements policy.

17 **V. CONTRACTOR REQUESTED CHANGES**

18 (1) If Contractor desires any change in the terms and conditions of this
19 Agreement, Contractor shall request such change in writing prior to April 1 of the Fiscal Year for
20 which the change would be applicable, unless otherwise agreed to by County.

21 (a) All changes requested by Contractor shall be made by an
22 amendment pursuant to DMH Legal Entity Agreement Paragraph 40 (ALTERATION OF
23 TERMS).

24 (2) If Contractor requests an increase or decrease in the Maximum Contract
25 Amount, or in the Maximum Program Amount, Contractor shall provide all reports, data, and
26 other information requested by the County, within 15 calendar days of County's request.

27 (a) Contractor's request for consideration of an increase in the Maximum
28 Contract Amount, or in the Maximum Program Amount, must be made and approved prior to
29 Contractor rendering services that exceed the Maximum Contract Amount or the Maximum
30 Program Amount. To the extent that County agrees to increase the Maximum Contract Amount,
31 or a Maximum Program Amount, such approval shall be in the form of an executed amendment

1 to this Agreement. Director will make best efforts to expedite the amendments provided under
2 this Subparagraph (2) (a).

3 (b) Requests received after the Contractor has rendered services in
4 excess of the Maximum Contract Amount, or the Maximum Program Amount, will only be
5 considered on a prospective basis for payment of services rendered after the effective date of
6 any executed amendment. The County shall not be responsible for payment, nor otherwise be
7 liable for, services/activities that Contractor provided in excess of the Maximum Contract Amount
8 or the Maximum Program Amount during any part of the Initial Period, First Automatic Renewal
9 Period or Second Automatic Renewal Period, respectively.

10 **W. DELEGATED AUTHORITY**

11 (1) Notwithstanding any other provision of this Agreement, the Director
12 may, without further action by County's Board of Supervisors, prepare and sign amendments
13 to this Agreement under the following conditions.

14 (a) County's total payments to Contractor under this Agreement, for
15 each Fiscal Year of the term of this Agreement, does not exceed an increase of more than the
16 Board-approved percentage of the current applicable Maximum Contract Amount; and

17 (b) Any such Maximum Contract Amount amendment increase or
18 amendment change shall only be for the provision of additional services; for the provision of
19 new services as reflected on Attachment V (Service Exhibits); or to reflect program and/or
20 policy changes that affect this Agreement; and

21 (c) County's Board of Supervisors has appropriated sufficient funds
22 for all changes described in each such amendment to this Agreement; and

23 (d) Approval of County Counsel and the Chief Executive Officer or
24 their designees is obtained prior to any such amendment to this Agreement.

25 (e) Director shall notify County's Board of Supervisors of all
26 Agreement changes in writing within 30 calendar days following execution of any such
27 amendment(s).

28 **X. PAYMENT AND INVOICE NOTIFICATIONS**

29 (1) Contractor shall submit all Invoices, including any supporting
30 documentation, to the following:

31 /

1 County of Los Angeles Department of Mental Health
2 Financial Services Bureau – Accounting Division
3 550 S. Vermont Avenue, 8th Floor
4 Los Angeles, CA 90020
5 Attn: Provider Reimbursement

6 (2) Contractor shall submit all remittances and payments for amounts due to
7 the County under this agreement to the following:

8 County of Los Angeles Department of Mental Health
9 Financial Services Bureau – Accounting Division
10 550 S. Vermont Avenue, 8th Floor
11 Los Angeles, CA 90020
12 Attn: Accounts Receivable

13 Y. **AUTHORITY TO ACT FOR DMH**

14 (1) The Director may designate one or more persons within DMH for the
15 purposes of acting on his/her behalf for the purposes of implementing the provisions of this
16 Agreement. Therefore, the term “Director” in all cases shall mean “Director or his designee.”

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COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH CONTRACTOR CLAIMS
CERTIFICATION FOR TITLE XIX SHORT-DOYLE MEDI-CAL and TITLE XXI HEALTHY FAMILIES
REIMBURSEMENTS

Legal Entity: _____

Legal Entity Number: _____

Claims for services/activities with dates of services: July 1, _____ through June 30, _____ .

I HEREBY CERTIFY under penalty of perjury that I am the official responsible for the administration of the mental health services in and for said claimant; that the amounts for which reimbursement will be claimed for Medi-Cal and Healthy Families services to be rendered during the above indicated fiscal year and to be claimed to the County of Los Angeles Department of Mental Health will be in accordance the terms and conditions of the Legal Entity Agreement; and that to the best of my knowledge and belief each claim will be in all respects true, correct, and in accordance with State and Federal law and regulation. I agree and shall certify under penalty of perjury that all claims for services to be provided to county mental health clients will be provided to the clients by this Legal Entity. The services will be provided in accordance with the client's written treatment plan. This Legal Entity also certifies that all information submitted to the County Department of Mental Health will be accurate and complete. I and this Legal Entity understand that payment of these claims will be from County, State and Federal funds, and any falsification or concealment of a material fact may be prosecuted under Federal and/or State laws. The Legal Entity agrees to keep for a minimum period of as specified in its Legal Entity Agreement with County a printed representation of all records which are necessary to disclose fully the extent of services furnished to the client. The Legal Entity agrees to furnish these records and any information regarding payments claimed for providing the services, on request, within the State of California, to the County of Los Angeles Department of Mental Health, California Department of Health Services; the Medi-Cal Fraud Unit; California Department of Mental Health; California Department of Justice; Office of the State Controller; U.S. Department of Health and Human Services, or their duly authorized representatives. Amounts, if any, to be claimed during the above stated period for the Healthy Families program will only be for children between the ages of one (1) year old to their nineteenth (19th) birthday who will be assessed or will be treated for a serious emotional disturbance (SED). The Legal Entity also agrees that services will be offered and provided without discrimination based on race, religion, color, national or ethnic origin, sex, age, or physical or mental disability.

FURTHER, I HEREBY CERTIFY under penalty of perjury to the following: An assessment of the beneficiary will be conducted in compliance with the requirements established in the County's Mental Health Plan (MHP) contract with the California Department of Mental Health (State DMH). The beneficiary will be determined to be eligible to receive Medi-Cal services at the time the services are provided to the beneficiary. The services to be included in the claims during the above indicated period will actually be provided to the beneficiary. Medical necessity will be established for the beneficiary as defined under Title 9, California Code of Regulations, Division 1, Chapter 11, for the service or services to be provided, for the timeframe in which the services will be provided. A client plan will be developed and maintained for the beneficiary that meets all client plan requirements established in the County's MHP contract with the State DMH. For each beneficiary with day rehabilitation, day treatment intensive, or EPSDT supplemental specialty mental health services to be included in the claim during said period, all requirements for payment authorization for day rehabilitation, day treatment intensive, and EPSDT supplemental specialty mental health services will be met, and any reviews for such service or services will be conducted prior to the initial authorization and any re-authorization periods as established in the County's MHP contract with the State DMH.

Date: _____

Signature: _____

Executed at _____, California

I CERTIFY under penalty of perjury that I am a duly qualified and authorized official of the herein Legal Entity claimant responsible for the examination and settlement of accounts. I further certify that this Legal Entity claimant will provide from the eligible designated funds in the Financial Summary of the Legal Entity Agreement with County, the local share of payment for Short-Doyle/Medi-Cal and/or Healthy Families covered services to be included in the claims to be submitted to County during the above referenced period in order to satisfy matching requirements for federal financial participation pursuant to the Title XIX of the Social Security Act.

Date: _____

Signature: _____

Executed at _____, California

Please forward the completed form to the Department of Mental Health (DMH):

Los Angeles County – Department of Mental Health
Attn: Compliance Program Office
550 S. Vermont Ave.
Los Angeles, CA 90020

Financial Summary

Contractor Name:
 Legal Entity Number:
 Agreement Period:
 Fiscal Year:

DMH Legal Entity Agreement
 Attachment III
 The Financial Summary -
 Amendment Number

	Funded Program	Max. Program Amount — Non-Medi-Cal/ Indigent	Max. Program Amount — Medi-Cal/ Healthy Families	Combined Max. Program Amount
101	Family Preservation Program			\$ -
102	Child Abuse Prevention Intervention and Treatment (AB2994)			\$ -
103	Special Education Pupil (SEP)			\$ -
104	Specialized Foster Care			\$ -
105	Comprehensive SOC Prog (SAMHSA, CFDA #93.958)			\$ -
106	Child MH Initiative-Project ABC (SAMHSA, CFDA #93.104)			\$ -
107	Juvenile Justice Program (STOP)			\$ -
108	Juvenile Justice Program (JJCPA)			\$ -
109	Co-occurring Disorder			\$ -
110	Path McKinney, CFDA #93.150			\$ -
111	Homeless Services (NCC)			\$ -
112	Family Functional Therapy Program			\$ -
113	CalWORKs			\$ -
114	Homeless - Family Project			\$ -
115	GROW			\$ -
201	Inpatient/Residential Services			\$ -
202	Other Mental Health Services for clients under the age of 21 years	A	B	\$ -
203	Other Mental Health Services for clients 21 years of age or older		C	
MHSA:				
301	Full Service Partnership (FSP) - Child			\$ -
302	FSP - TAY			\$ -
303	FSP - Adult			\$ -
304	FSP - Older Adult			\$ -
305	Field Capable Clinical Services (FCCS)			\$ -
306	Probation Camps			\$ -
307	Urgent Care Centers/Crisis Resolution Services			\$ -
308	Wellness/Client-Run Centers			\$ -
309	Institutions for Mental Disease (IMD) Step Down			\$ -
310	Enriched Residential Services			\$ -
311	Jail Transition and Linkage Services			\$ -
312	POE (Outreach & Engagement)			\$ -
313	Prevention and Early Intervention (PEI)			\$ -
Unique/Other:				
401				\$ -

Maximum Contract Amount

\$ -

3/31/2010

**DMH LEGAL ENTITY AGREEMENT
ATTACHMENT IV**

Service Delivery Site Exhibit

CONTRACTOR NAME: _____

LEGAL ENTITY NO.: _____ PERIOD: _____

*DESIGNATED PROGRAM OFFICE	SERVICE EXHIBIT NO.	PROV. NO.	SERVICE DELIVERY SITE(S)	M.H. SERVICE AREA(S) SERVED	SITE SUP. DISTRICT
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*Legend: Adult Systems of Care (A)
 Child, Youth and Family Program Administration (C)
 Critical Care (CC)
 Court Programs (CP)
 Older Adult Program (OA)
 Transition Age Youth (TAY)
 Homeless (H)
 Managed Care (MC)

SERVICE EXHIBITS

A duplicate original of the Service Exhibit(s) will be on file in the Department of Mental Health's Contracts Development and Administration Division and is deemed incorporated herein by reference as though fully set forth, and will be made available to interested persons upon request.

<u>DESCRIPTION</u>	<u>CODES</u>
<u>Targeted Case Management Services (Rehab. Option)</u>	<u>104-A</u> _____
<u>Short-Term Crisis Residential Services (Forensic)</u>	<u>201</u> _____
<u>Crisis Stabilization Services (Rehab. Option)</u>	<u>202-A</u> _____
<u>Vocational Services</u>	<u>304-A</u> _____
<u>Day Rehabilitation Services (Adult) (Rehab. Option)</u>	<u>308-B</u> _____
<u>Day Rehabilitation Services (Children/Adolescents) (Rehab. Option)</u>	<u>309-B</u> _____
<u>Day Treatment Intensive Services (Adult) (Rehab. Option)</u>	<u>310-B</u> _____
<u>Day Treatment Intensive Services (Children/Adolescents) (Rehab. Option)</u>	<u>311-B</u> _____
<u>Mental Health Services (Rehab. Option)</u>	<u>402</u> _____
<u>Medication Support Services (Rehab. Option)</u>	<u>403</u> _____
<u>Crisis Intervention Services (Rehab. Option)</u>	<u>404-A</u> _____
<u>Mental Health Service Treatment Patch (La Casa)</u>	<u>405</u> _____
<u>Therapeutic Behavioral Services</u>	<u>406-A</u> _____
<u>Outreach Services</u>	<u>501-A</u> _____
<u>Outreach Services (Suicide Prevention Services)</u>	<u>502-A</u> _____
<u>Intensive Skilled Nursing Facility Services</u>	<u>601</u> _____
<u>Mental Health Rehabilitation Centers (La Casa Mental Health Rehabilitation Center)</u>	<u>602</u> _____
<u>Intensive Skilled Nursing Facility Services (La Paz)</u>	<u>603</u> _____
<u>Intensive Skilled Nursing Facility Services Forensic Treatment</u>	<u>604</u> _____
<u>Skilled Nursing Facilities (Psychiatric Services)</u>	<u>605</u> _____
<u>Skilled Nursing Facility – Special Treatment Program Services</u>	
<u>(SNF-STP/Psychiatric Services)</u>	<u>608</u> _____
<u>Intensive Skilled Nursing Facility Services – Enhanced Treatment Program (ETP)</u>	<u>609</u> _____
<u>Socialization Services</u>	<u>701-A</u> _____
<u>Life Support Services</u>	<u>801</u> _____
<u>Case Management Support Services</u>	<u>802-A</u> _____
<u>Case Management Support Services (Forensic)</u>	<u>803-A</u> _____
<u>Case Management Support Services (Children & Youth)</u>	<u>804-A</u> _____
<u>Life Support Services (Forensic)</u>	<u>805</u> _____
<u>Independent Living Services</u>	<u>901</u> _____

DMH LEGAL ENTITY AGREEMENT
ATTACHMENT V

1	<u>Local Hospital Services</u>	902	
2	<u>Semi-Supervised Living Services</u>	904	
3	<u>Adult Residential Treatment Services (Transitional) (MSHA)</u>	912	
4	<u>Adult Residential Treatment Services (Long Term)</u>	913	
5	<u>Non-Hospital Acute Inpatient Services (La Casa PHF)</u>	914	
6	<u>Comprehensive Adult Residential Treatment Services (Bio-Psycho-Social Services)</u>	915	
7	<u>Assertive Community Treatment Program (ACT)</u>	921	
8	<u>Psychiatric Inpatient Hospital Services</u>	930	
9	<u>Primary Linkage and Coordination Program</u>	1001	
10	<u>Service Provisions (Organizational Provider Only)</u>	1003	
11	<u>Consumer Run/Employment Program</u>	1005	
12	<u>Client Supportive Services (<i>Includes Attachment A Reimbursement Procedures</i></u>		
13	<u><i>and Attachment B Monthly Claim for Cost Reimbursement)</i></u>	1010-A	
14	<u>Mental Health 24-Hour Services Interim Placement Funding for Basic Care Services</u>	1011	
15	<u>Mental Health 24-Hour Services Children Under Age 18 Basic Services</u>	1012	
16	<u>Supportive Services – Residential Programs (<i>Includes Attachment A</i></u>		
17	<u><i>Reimbursement Procedures and Attachment B- Monthly Claim for</i></u>		
18	<u><i>Cost Reimbursement)</i></u>	1013	
19	<u>Client Supportive Services-Mental Health Services Act Programs (<i>Includes</i></u>		
20	<u><i>Attachment A - Reimbursement Procedures and Attachment B - Monthly</i></u>		
21	<u><i>Claim for Cost Reimbursement)</i></u>	1014-A	
22	<u>Full Service Partnership (FSP)</u>	1015	
23	<u>Supportive Services – Intensive Residential Program (<i>Includes Attachment A-</i></u>		
24	<u><i>Reimbursement Procedures and Attachment B - (Monthly Claim for</i></u>		
25	<u><i>Cost Reimbursement)</i></u>	1016	
26	<u>One-Time Expenses Associated with Starting a new MHSA Program (<i>Includes</i></u>		
27	<u><i>Attachment A-Reimbursement Procedures and Attachment B – Monthly</i></u>		
28	<u><i>Claim for Cost Reimbursement)</i></u>	1017	
29	<u>Client Supportive Services (New Directions) (<i>Includes Attachment A</i></u>		
30	<u><i>Reimbursement Procedures and Attachment B Monthly Claim for Cost</i></u>		
31	<u><i>Reimbursement)</i></u>	1018	
32	<u>Family Support Services</u>	1019	
33	<u>Service Extender Stipend Program Mental Health Services Act Programs</u>		
34	<u><i>(Includes Attachment A Reimbursement Procedures and Attachment B</i></u>		
35	<u><i>Monthly Claim for Cost Reimbursement)</i></u>	1020	

DMH LEGAL ENTITY AGREEMENT
ATTACHMENT V

1	<u>Client Supportive Services Field Capable Clinical Services (FCCS) Mental Health</u>	
2	<u>Services Act Programs (Includes Attachment A Reimbursement Procedures</u>	
3	<u>and Attachment B Monthly Claim for Cost Reimbursement)</u>	1021
4	<u>Intensive In-Home Mental Health Services</u>	1022
5	<u>One-Time Expenses Associated with Starting a new Mental Health Services Act</u>	
6	<u>Program for Probation Camp Services (Includes Attachment A Reimbursement</u>	
7	<u>Procedures and Attachment B Monthly Claim Cost Reimbursement)</u>	1023
8	<u>One-Time Expenses Associated with Starting a new MHSA Program for</u>	
9	<u>Transitional Living Centers for L.A. County, Inc. (Includes Attachment A</u>	
10	<u>-Reimbursement Procedures and Attachment B Monthly Claim Cost</u>	
11	<u>Reimbursement)</u>	1024
12	<u>Intensive Treatment Foster Care</u>	1025
13	<u>One-Time Expenses Associated with Program Development for Intensive</u>	
14	<u>In-Home Evidence Based Practices (Includes Attachment A Reimbursement</u>	
15	<u>Procedures and Attachment B Monthly Claim Cost Reimbursement)</u>	1026
16	<u>Outreach and Engagement Services (MHSA Only)</u>	1027
17	<u>Enriched Residential Services (Alternative Crisis) (Adults)</u>	1028
18	<u>IMD Step-Down Programs (Adults)</u>	1029
19	<u>Urgent Care Centers (Alternative Crisis) (Adults)</u>	1030
20	<u>Client Supportive Services Homeless CalWORKs Families Project (Includes</u>	
21	<u>Attachment A Reimbursement Procedures and Attachment B Monthly</u>	
22	<u>Claim for Cost Reimbursement)</u>	1031
23	<u>Star View-PHF-Supplemental Financial Support</u>	1032
24	<u>Star View-CTF-Supplemental Financial Support</u>	1033
25	<u>One-Time Expenses Associated with Program/Program Development for Intensive</u>	
26	<u>In-Home Evidence Based Practices Non-MHSA (Includes Attachment</u>	
27	<u>A Reimbursement Procedures and Attachment B Monthly Claim for Cost</u>	
28	<u>Reimbursement)</u>	1034
29	<u>Field Capable Clinical Services (FCCS)</u>	1035
30	<u>Suicide Prevention Program Mental Health Services Act (MHSA) Prevention and</u>	
31	<u>Early Intervention (PEI) Plan</u>	1036
32	<u>One-Time Expenses Associated with Starting a new MHSA Program for PEI Early</u>	
33	<u>Start Suicide Prevention Program (Includes Attachment A-Reimbursement</u>	
34	<u>Procedures and Attachment B Monthly Claim Cost Reimbursement)</u>	1037
35		

DMH LEGAL ENTITY AGREEMENT
ATTACHMENT V

- 1 One-Time Expenses Associated with Starting a New MHSA Program for
- 2 Urgent Care Center – Exodus Recovery, Inc. (*Includes Attachment A*
- 3 *Reimbursement Procedures and Attachment B Monthly Claim for Cost*
- 4 *Reimbursement)*

1038

ATTESTATION REGARDING FEDERALLY FUNDED PROGRAMS

In accordance with the DMH Legal Entity Agreement's Paragraph 54 (CONTRACTOR'S EXCLUSION FROM PARTICIPATION IN A FEDERALLY FUNDED PROGRAM):

I, the undersigned certify that I am not presently excluded from participation in federally funded health care programs, nor is there an investigation presently pending or recently concluded of me which is likely to result in my exclusion from any federally funded health care program, nor am I otherwise likely to be found by a federal or state agency to be ineligible to provide goods or services under the federally funded health care programs.

I further certify as the official responsible for the administration of Legal Entity Name (hereafter "Contractor") that all of its officers, employees, agents and/or sub-contractors are not presently excluded from participation in any federally funded health care programs, nor is there an investigation presently pending or recently concluded of any such officers, employees, agents and/or sub-contractors which is likely to result in an exclusion from any federally funded health care program, nor are any of its officers, employees, agents and/or sub-contractors otherwise likely to be found by a federal or state agency to be ineligible to provide goods or services under the federally funded health care programs.

I understand and certify that I will notify DMH within thirty (30) calendar days, in writing of:

- Any event that would require Contractor or any of its officers, employees, agents and/or sub-contractors exclusion or suspension under federally funded health care programs, or
- Any suspension or exclusionary action taken by an agency of the federal or state government against Contractor, or one or more of its officers, employees, agents and/or sub-contractors, barring it or its officers, employees, agents and/or sub-contractors from providing goods or services for which federally funded healthcare program payment may be made.

Name of authorized official (Official Name) _____
Please print name

Signature of authorized official _____ Date _____

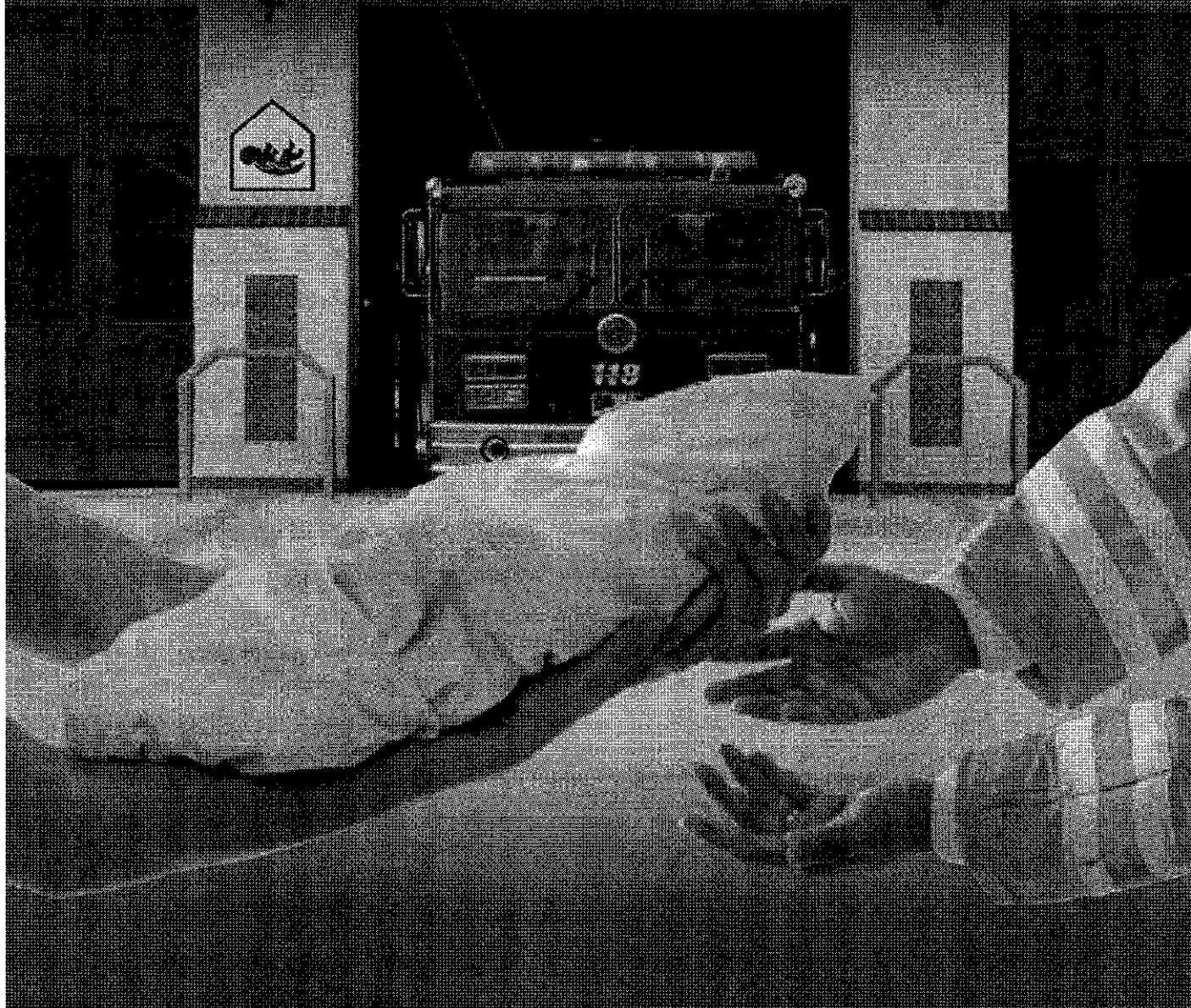
**DMH LEGAL ENTITY AGREEMENT
ATTACHMENT VII**

SAFELY SURRENDERED BABY LAW

Posters and Fact Sheets are available in English and Spanish for printing purposes at the following website:

www.babysafela.org

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

The Safely Surrendered Baby Law allows a parent or other person with lawful custody of a baby to safely surrender a baby within three days (72 hours) of age or finding and has not been adopted or neglected. The baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

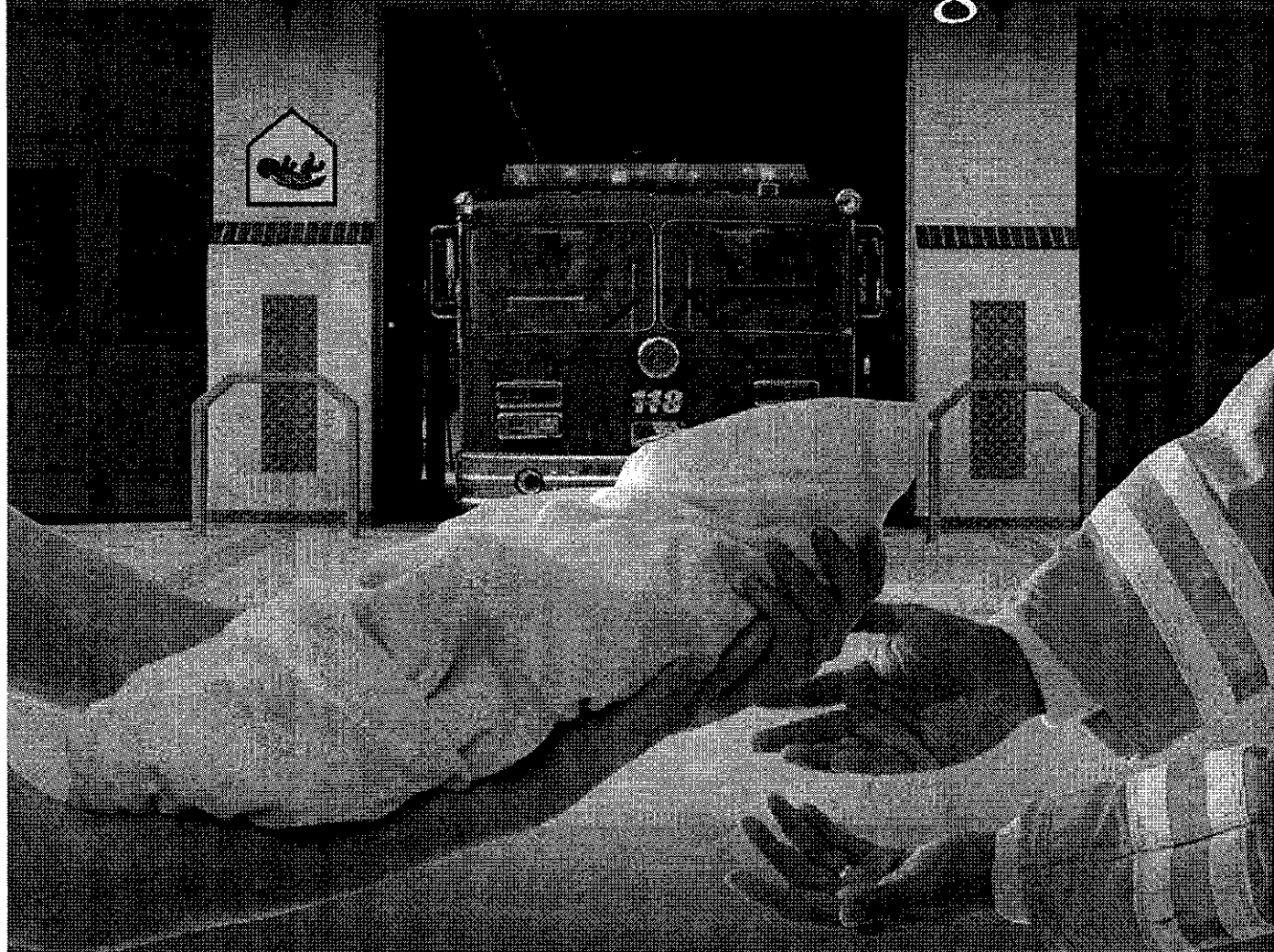
The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Angeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Angeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



**DMH LEGAL ENTITY AGREEMENT
ATTACHMENT VIII**

CROSSWALK FACT SHEET

Current Language	New Language
<ul style="list-style-type: none"> ○ Health Care Financing Administration (HCFA) 	<ul style="list-style-type: none"> ○ Centers for Medicare and Medicaid Services (CMS)
<ul style="list-style-type: none"> ○ Explanation of Benefits (EOB) 	<ul style="list-style-type: none"> ○ Remittance Advice (RA)
<ul style="list-style-type: none"> ○ Mode of Service and Service Function Code (SFC) ○ Activity Code 	<ul style="list-style-type: none"> ○ CPT Codes: <u>Current Procedural Terminology</u> published by the American Medical Association is a list of codes representing procedures or services. ○ HCPCS Codes (Level II): <u>HCFA and other Common Procedure Coding System (HCPCS)</u> Codes are used and approved by the Centers for Medicare and Medicaid to describe and accurately report procedures and services. <p>A crosswalk of HCPCS and CPT Codes to SFC's is available in legacy files.</p> <p>UB92: Refers to coding standards designated by HIPAA.</p>
<ul style="list-style-type: none"> ○ DSM IV 	<ul style="list-style-type: none"> ○ ICD-9 Codes: (<u>International Classification of Diseases</u>), 9th Revision Codes, issued and authorized by the Centers for Medicare and Medicaid, to describe and accurately report health related procedures and Diagnoses.
<ul style="list-style-type: none"> ○ Clinical Staff and Discipline Code 	<ul style="list-style-type: none"> ○ Rendering Provider and Taxonomy
<ul style="list-style-type: none"> ○ MHMIS or Mental Health Management Information System AND MIS Management Information System 	<ul style="list-style-type: none"> ○ IS or Integrated System
<ul style="list-style-type: none"> ○ References to entering data into the MIS 	<ul style="list-style-type: none"> ○ Entering data into the IS
<ul style="list-style-type: none"> ○ RGMS 	<ul style="list-style-type: none"> ○ IS

CHARITABLE CONTRIBUTIONS CERTIFICATION

Legal Entity Name

Company Name

Legal Entity Address, City, State Zip

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

- Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

- Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature

Date

Name and Title of Signer (Official Name, Official Title)

Please print

PERFORMANCE STANDARDS AND OUTCOME MEASURES EXHIBIT

CONTRACTOR (Legal Entity Name): _____

Legal Entity Number: _____

Pursuant to Paragraph 10 **PERFORMANCE STANDARDS AND OUTCOME MEASURES** Contractor shall be subject to the following standards and outcomes that have been checked in the last column titled "Required Outcome" and which will be used by County as part of the determination of the effectiveness of services delivered by Contractor.

Line ID	Outcomes Domains	Performance Outcomes Targets	Method of Data Collection	Required Outcome (check)
1		State mandated (California Welfare and Institutions Code (WIC) § 5612 and WIC § 5613)	California Consumer's Perception Survey - MHSIP, YSS and YSS-F survey instruments.	✓

Performance Outcomes Project:				
2	Access to Services	Client received continuity of care by being seen within 7 calendar days of discharge from an acute psychiatric hospital.	County DMH's claims processing information system data repository.	✓
3		90% or more of responding clients were able to receive services at convenient times and location.	MHSIP, YSS and YSS - F survey instruments.	✓
4		Client received continuity of care by being seen within 30 calendar days time of discharge from mental health residential treatment program/institutional setting.	County DMH's claims processing information system data repository.	✓
5	Client Satisfaction	80% or more of responding clients report that they had someone to talk to when they were troubled.	MHSIP, YSS and YSS-F survey instruments.	✓
6		80% or more of responding clients reported that staff were sensitive to the client's cultural/ethnic background.	MHSIP, YSS and YSS-F survey instruments.	✓
7	Clinical Effectiveness	70% or more of responding child/youth get along better with family members.	YSS and YSS-F survey instruments.	✓
8		70% or more of responding child/youth in a crisis, have the support they need from family or friends.	YSS and YSS-F survey instruments.	
9		75% or more of responding child/youth are doing better in school and/or work.	YSS and YSS-F survey instruments.	✓
10		65% or more of responding Transitional Age Youth are doing better in school and/or work.	MHSIP, YSS, YSS-F	✓
11		15% or more of responding adult clients are doing better in school and/or work.	MHSIP, YSS and YSS-F survey instruments.	✓
12		20% or more of responding adult clients report they deal more effectively with daily problems and/or report that their symptoms are not bothering them as much.	MHSIP, YSS and YSS-F survey instruments.	✓

PERFORMANCE STANDARDS AND OUTCOME MEASURES EXHIBIT

CONTRACTOR (Legal Entity Name): _____

Legal Entity Number: _____

Mental Health Services Act (MHSA) - Full Service Partnership (FSP) Children, Transition Age Youth (TAY), Adult and Older Adult Programs (State mandated, California Code of Regulations (CCR), Title 9, Chapter 14, § 3530 et.al.):				
	Performance Based Criteria	Performance Targets	Method of Data Collection	Required Outcome (check)
13				
14	Agency provides significant amount of field-based services.	At least 65% of direct services provided in the field.	Integrated System (IS) report on services provided in the field.	
15	Agency accepts referrals from DMH within 72 hours.	100% of agency responses are within the required 72 hours. 100% of agency responses to hospitals, emergency rooms, and urgent care centers within 24 hours. Exceptions to be negotiated between provider and DMH.	Centralized tracking.	
16	Agency staff responds to crisis calls regarding enrolled clients 24/7.	Agency staff responds to 100% of its crisis calls 24/7.	ACCESS and PMRT data.	
17	Agency has required 15:1 client to staff ratio to serve clients.	15:1 client to staff ratio (excludes administrative staff).	Proposal package and staff rosters/records.	
18	Agency provides services to clients with co-occurring substance abuse disorders.	60% of clients with co-occurring substance abuse disorders served.	IS report on clients that have substance abuse diagnosis.	
19	Agency provides clients, parents and caregivers with self-help, peer support, and caregiver support groups. Parents are provided with or are involved with peer advocate on team.	100% of clients referred to self-help, peer support, and/or caregiver support groups. 25% of clients/their caregivers are actively involved with self-help, peer support and/or caregiver support groups.	Sample review of records, lists of referrals.	
20	Agency has paid staff who are consumers and/or parent advocates.	At a minimum, 10% of staff are consumers and/or parents.	Proposal package and staff rosters/records.	
21	At the time of admission, the agency serves uninsured and underinsured clients.	Children and TAY: 15% of the enrolled clients were uninsured at the time of admission. 10% of the enrolled clients were underinsured at the time of admission. 75% of the enrolled clients were insured at the time of admission. Adult: 33% of the enrolled clients were uninsured at the time of admission. 33% of the enrolled clients were underinsured at the time of admission. 34% of the enrolled clients were insured at the time of admission. Older Adult: 20% of the enrolled clients were uninsured at the time of admission. 10% of the enrolled clients were underinsured at the time of admission (Medicare Only). 70% of the enrolled clients were insured at the time of admission.	IS reports.	

PERFORMANCE STANDARDS AND OUTCOME MEASURES EXHIBIT

CONTRACTOR (Legal Entity Name): _____

Legal Entity Number: _____

Mental Health Services Act (MHSA) - Community Support Services (CSS), Housing Trust Program:				
	Performance Based Criteria	Performance Targets	Method of Data Collection	Required Outcome (check)
22	Resident Council.	Establish and maintain a Residents Council that meets on a regular basis, at a minimum of once per month.	Records of Residents Council's meetings.	
23				
24	Agency assists residents in maintaining housing stability.	80% of residents housed during each funding year have remained housed for a minimum of one year.	Resident rosters.	
25	Agency maintains 90% residency rate throughout each funding year.	Subsequent to fully leasing the housing units, 90% are occupied at any given time.	Resident log.	
26	Agency provides services to residents with co-occurring substance abuse disorders.	30% of residents are diagnosed with or report having co-occurring substance abuse disorders.	Outcomes database on residents that have diagnosis of co-occurring substance abuse.	
27	Agency refers to and/or provides residents, parents and caregivers with self-help, peer support, and caregiver support groups.	100% of residents referred to self-help, peer support, and/or caregiver support groups. 25% of residents and/or caregivers are actively involved with self-help, peer support and/or caregiver support groups.	Sample review of records; lists of referrals; Support Group sign-in sheets; resident interviews.	
28	Agency provides direct assistance with linking residents with education or vocational and/or employment opportunities including volunteer activities outside their residence.	30% of residents are involved in some type of education or vocational training program and/or employment including volunteer activities for at least 10 hours per week for a minimum of 90 days.	Admission Database and Monthly Reports.	

Mental Health Services Act (MHSA) - Community Support Services (CSS), Field Capable Clinical Services (FCCS) for Older Adults:				
	Performance Based Criteria	Performance Targets	Method of Data Collection	Required Outcome (check)
29				
30	Agency provides significant amount of field and/or community-based services.	60% of all services shall be provided in field and/or community-based settings.	Information System (IS) report on services provided in the field and/or community-based settings.	
31	Agency has required staffing ratio to provide contracted services.	100% compliance with required staffing to provide services outlined in the DMH approved Negotiation Package.	Staff Roster.	

PERFORMANCE STANDARDS AND OUTCOME MEASURES EXHIBIT

CONTRACTOR (Legal Entity Name): _____

Legal Entity Number: _____

32	Agency provides services or has the availability to provide services to older adults with co-occurring substance abuse disorders.	20% of clients served have diagnosis of co-occurring substance abuse disorder.	IS report on clients who have substance abuse diagnosis.	
33	Agency directly provides or refers clients, family members and caregivers to self-help, support, and education groups.	100% of clients, family members, and caregivers will receive information on self-help, support and education groups.	Sample review of records. List of referrals.	
34	Agency has required multi-disciplinary team staffing.	Agency hires staff as stipulated in RFS.	Negotiation Package and staff rosters.	

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
CONTRACTING WITH MINORITY/WOMEN-OWNED FIRMS PERCENTAGE OF OWNERSHIP IN FIRM

	Contractor/Firm	Firm Status	Black/African American		Hispanic/Latin American		Asian American		White	
			% Men	% Women	% Men	% Women	% Men	% Women	% Men	% Women
1	Catholic Healthcare West	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
2	Cedars-Sinai Medical Center	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
3	Child and Family Guidance Center	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
4	The Children's Center of the Antelope Valley	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
5	Community Family Guidance Center	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
6	Counseling4Kids	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
7	David & Margaret Home, Inc.	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
8	Dubnoff Center for Child Development and Educational Therapy	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
9	El Centro del Pueblo, Inc.	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
10	Emotional Health Association	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
11	Exceptional Children's Foundation	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
12	Filipino-American Service Group, Inc.	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
13	The Guidance Center	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
14	Hamburger Home	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
15	Heritage Clinic and The Community Assistance Program For Seniors	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
16	Hillview Mental Health Center, Inc.	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
17	The Institute for the Redesign of Learning	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
18	JWCH Institute, Inc.	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
19	LeRoy Haynes Center for Children and Family Services, Inc.	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
20	Los Angeles Unified School District	N/A	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
21	Maryvale	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
22	McKinley Children's Center, Inc.	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
23	Mental Health America of Los Angeles	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
24	Pacific Asian Counseling Services	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
25	Pasadena Unified School District	N/A	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
26	Pediatric & Family Medical Center	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
27	PROTOTYPES, Centers for Innovation in Health, Mental Health and Social Services	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
 CONTRACTING WITH MINORITY/WOMEN-OWNED FIRMS PERCENTAGE OF OWNERSHIP IN FIRM

	Contractor/Firm	Firm Status	Black/African American		Hispanic/Latin American		Asian American		White	
			% Men	% Women	% Men	% Women	% Men	% Women	% Men	% Women
28	Providence Community Services, LLC	P								100
29	San Fernando Valley Community Mental Health Center, Inc.	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
30	South Bay Children's Health Center Association, Inc.	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
31	South Central Health and Rehabilitation Program	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
32	Tessie Cleveland Community Services Corporation	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
33	The Village Family Services	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
34	VIP Community Mental Health Center, Inc.	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
35	Watts Labor Community Action Committee - WLCAC	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*
36	WISE & Healthy Aging	NP	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*	n/a*

Firm Status: NP = Non-Profit
 P = For Profit
 G = Governmental

* NOTE: Non-Profit firms and governmental institutions are not owned; hence, the data on percentage of ownership in firm by ethnicity and gender is not required per instructions from the Office of Compliance.